



Selection of temporary staff for DG Translation of the European Commission

Selection reference: DGT/TA/COM/2022/2221

Function Group: Secretary-Clerk

Grade: AST-SC

Job title: Linguist Agent

Job N°: 403613

Where: Unit A.DA.2 –Danish Language Unit, Luxembourg

Deadline for application: 14.4.2023 - 12.00 (Brussels time)

We are

DA.2 is a unit in the Danish Language Department of the Commission's Directorate-General for Translation. The Department comprises two units (one in Brussels and one in Luxembourg). In addition to the head of unit, DA.2 currently has 15 translators and 3 assistants. We mainly translate documents in the policy areas of culture and education, employment, businesses and industry, internal market, statistics, regional policy, human and animal health, consumers and trade. We regularly translate into Danish from a dozen official EU languages, though primarily from English and, to a lesser extent, French. Occasionally we also translate from Danish into English or French.

We propose

We propose a job combining traditional secretarial and administrative tasks with handling of files for outsourcing, processing and formatting documents, communicating with translation requesters and colleagues both inside and outside the DGT by telephone and e-mail, using specific IT tools relevant to DGT and generally supporting the work of the translators and the head of unit/workflow manager. DGT has a well-organised training programme, particularly in the IT field.

We look for

We are looking for a dynamic colleague, preferably with excellent knowledge of Danish, good communication skills and a service-minded attitude. You will be working as part of a small team of assistants, and in close collaboration with the translators. You should have IT proficiency and good organisational skills. You should be able to integrate into the team but also to work autonomously and under pressure when needed. Good command of English is crucial for professional contacts outside the unit and department. Knowledge of French is an asset.

How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: HR-LUX-TA-VACANCIES@ec.europa.eu indicating the selection reference DGT/TA/COM/2022/2221 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited at this position, you must have at least:

- (a) post-secondary education of at least 1 year attested by a diploma OR
- (b) secondary education attested by a diploma giving access to post-secondary education followed by at least 3 years of relevant professional experience.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ What about the selection steps?

The post has also been published internally in the Commission, inter-institutionally, and has been brought to the attention of competition laureates.



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions and laureates of competitions have priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

Candidates selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AST-SC.**

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff has to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



EUROPEAN COMMISSION

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#).

3. How to appeal?

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).