



EUROPEAN COMMISSION

## Temporary agent position - Publications Office of the European Union

**Selection reference:** OP/COM/2023/599

**Function Group:** Assistant

**Grade:** AST3

**Job title:** Proof-Reader - English language

**Job N°:** 288366

**Where:** OP.B.4.003 – “Quality Control”, Luxembourg

**Publication deadline:** 24.04.2023 - 12.00 (Brussels time)

### **We are**

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies and agencies. It is the central point of access to legal and general publications, open data, research results, procurement notices and other official information. The Publications Office plays a central role in disseminating information to the public regarding EU policies and practices and in unlocking the power of data. Its mission is to support EU policies as a recognised centre of competence for information, data and knowledge management. In addition, it ensures that this broad range of information is available to the public as accessible and reusable data, thereby facilitating transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all EU official languages and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

Unit B4 Quality Control aims to deliver language-quality services to a wide range of EU institutions and agencies.

The Unit prepares, edits and verifies both legal texts and general publications in all EU official languages, helping to make priority EU policies fit for purpose and better able to engage the public. The Unit works in tandem with authors of general publications to ensure their message is clear and that the content is relevant to the target audience. To this end, it analyses the content and suggests improvements before publications are translated into other languages.

When externalising language-editing tasks, the Unit maintains a linguistic quality-assurance framework to ensure the quality of the deliverables.



The Unit also contributes to the development of linguistic reference tools such as the Interinstitutional Style Guide by providing linguistic expertise throughout interinstitutional language groups. It deploys automated tools that standardise texts by removing errors and inconsistencies found in the structure and factual references that reduce machine readability, thereby ensuring identical content across all language versions.

The unit is continuously seeking to improve its working methods and provide upstream quality feedback.

### **We propose**

English-language proof-reader (M/F) responsible for:

- copy-editing and proofreading, from the point of view of language and typography, of all types of publications produced by the Publications Office, including legislative texts adopted by the institutions;
- subsequent reading of proofs and delivery of the 'pass-for-print';
- checking compliance of the texts with the rules established in the Interinstitutional Style Guide;
- where applicable, checking the consistency of translations with the source language;
- contributing to the development of language-editing tools and language-quality services.

The work is performed primarily on screen.

### **We look for**

We are looking for a proof-reader (M/F) with an excellent knowledge of the English language.

The candidate is expected to have an excellent knowledge of the current office automation tools (Word, Excel, Outlook, Acrobat pro, etc.), as well as the capacity, after internal training, to use automated workflow systems and tools specific to publishing.

A relevant experience in the publishing domain – in particular in editorial and proofreading work – is essential.

A high sense of responsibility and the capacity to respect strict deadlines are basic requirements for this job.

The language teams within the unit have a high degree of autonomy in their internal organisation and to make this function well, teamwork and a strong spirit of collaboration are essential.

The main working languages of the unit are English and French.



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	<b>Listening</b>	<b>Reading</b>	<b>Spoken interaction</b>	<b>Spoken production</b>	<b>Writing</b>
<b>English</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>
<b>French</b>	<b>B1</b>	<b>B1</b>	<b>B1</b>	<b>B1</b>	<b>B1</b>

### **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](mailto:HR-LUX-TA-VACANCIES@ec.europa.eu) indicating the selection reference OP/COM/2023/599 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:

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- A level of education which corresponds to completed post-secondary education attested by a diploma, followed by at least 3 years' relevant professional experience directly linked to the duties, or
- Secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years' relevant professional experience directly linked to the duties.

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 considered<sup>1</sup>.

The selection panel will invite a limited number of candidates to take a proofreading test, based on the CV and motivation letter. The proofreading test is eliminatory and only candidates who pass the proofreading test will be interviewed.

Due to the large volume of applications received, only candidates invited to take the proofreading test 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.

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



## 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)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST grade 1 or 3**, depending on work experience in the area of competence.

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.

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](#).



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### ***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](mailto:HR-MAIL-F6@ec.europa.eu)).