

Directorate-General for Translation (DGT)

Publication of a vacancy for the function of Director DGT.A “Translation” (Grade AD 14)

(Article 29(2) of the Staff Regulations)

COM/2024/10455

We are

The Directorate-General for Translation provides the European Commission with high-quality translation, editing and other language services, in accordance with the Commission's overall priorities. Its job is to contribute to the European Union's multilingual character by making sure the Commission produces clearly written documents in all the official languages and in others as well.

By making legislation and information available to people in a language they understand, DGT helps the Commission to better communicate with EU citizens and to make the EU more open, accountable and democratic. Its efforts underpin the EU's legitimacy and help ensure that its citizens can enjoy their rights to the full.

The Directorate-General is among the largest public language services in the world and consists of six Directorates, two horizontal units directly reporting to the Director-general and approximately 2000 staff located evenly in Brussels and Luxembourg. A small number of staff is working in Commission Representations in Member States as DGT's Field Officers.

We propose

The position of Director of Directorate DGT.A “Translation” is located in Luxembourg.

The Directorate consists of three departments (managing 7 languages in total), whose heads report directly to the Director.

The future Director reports directly to the Deputy Director-General and is responsible for:

- Ensuring the provision of smooth, high quality and cost-effective translation and related linguistic services for a number of EU languages. Currently, Directorate DGT.A is responsible for Bulgarian (BG), Czech (CS), Danish (DA), Finnish (FI), Italian (IT), Lithuanian (LT) and Maltese (MT);
- Ensuring the overall strategic orientation and management of the Directorate, co-ordinating and implementing the activities of the Directorate's work programme in ensuring coherence and compatibility with the policies of the Directorate-General;
- Contributing to the development and delivery of policies in the Directorate-General in the field of competence of the Directorate;
- Steering the work in the domain for which the Directorate is particularly responsible, which is outsourcing of translations;
- Ensuring effective planning, implementation and management of the human resources of the Directorate;
- Supervising and controlling the performance of the Directorate;
- Ensuring the participation of the Directorate in relevant committees and working groups. Liaising with other Directorates-General and external bodies on issues relevant to the field of competence of the Directorate;
- Representing the Directorate-General in external and internal events relevant to the Directorate or the Directorate-General.

We look for

Personal qualities

- Excellent communication skills (written and oral) in order to communicate and discuss effectively with internal and external stakeholders.
- Good experience in coordinating or negotiating at inter-institutional or international level.

Specialist skills and experience

- Good understanding of translation workflow, multilingualism issues and customer relations.
- Very good knowledge of the functioning of the Commission and the other EU Institutions.
- Good knowledge of the strategic planning cycle and of a very good understanding of internal control issues.

Management skills

- Proven experience as a manager; very good analytical and organizational capacities as well as the capacity to develop strategies and to translate them into practical proposals for action.
- Very good understanding of human resources management issues, being able to lead, motivate and develop large teams to the best of their potential.
- Excellent leadership skills and interpersonal skills; ability to set and communicate objectives and targets, prioritize tasks and ensure their execution.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- **Nationality**: candidates must be a citizen of one of the Member States of the European Union.
- **University degree or diploma**: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
 - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- **Professional experience**: candidates must have at least 15 years postgraduate professional experience¹ at a level to which the qualifications referred to above give admission.
- **Management experience**: at least 5 years of the post-graduate professional experience must have been gained in a high-level management function².

¹ Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union³ and a satisfactory knowledge of at least one other of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations⁴).

Selection and appointment

The selection and appointment will be conducted according to the European Commission's selection and recruitment procedures (see: Document on Senior Officials Policy⁵).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable for the function.

Candidates on the CCA shortlist will be interviewed by the relevant Member(s) of the Commission.

Following these interviews, the European Commission takes the appointment decision.

The selected candidate must have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

The selected candidate should hold, or be in the position to obtain, a valid security clearance certificate from their national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an individual may be allowed to access classified information up to a specified level. (Note that the

² In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

³ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701>

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140701>

⁵ https://commission.europa.eu/jobs-european-commission/job-opportunities/managers-european-commission_en#documents (only exists in English)

necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

Equal opportunities

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a strategic objective of achieving gender equality at all management levels and applies an equal opportunities policy encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

Conditions of employment

The salaries and conditions of employment are laid down in the Staff Regulations.

The selected candidate will be recruited as an official at grade AD14. They will be classified depending on the length of their previous professional experience in step 1 or step 2 within that grade.

The selected candidate should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

The place of employment is Luxembourg.

Independence and declaration of interests

Candidates will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to their independence.

Important information for candidates

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁶. This applies in particular to the confidentiality and security of such data.

⁶ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format⁷, and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

Applications sent by e-mail will not be accepted. If you require more information and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not be accepted.

Closing date

The closing date for registration is **12/12/2024, 12.00 noon Brussels time**, following which registration is no longer possible.

⁷ You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>