

CALL FOR EXPRESSION OF INTEREST - CONTRACT AGENTS

<p>The Editing Unit (DGT S.3) is looking for an editing and workflow project officer.</p>	
Function Group:	FG IV
Post Number:	254579
Place of Employment:	Brussels
Deadline for applications:	13 December 2023, midday
Contact point:	<p>Head of Unit DGT S.3: Jeroen Aspeslagh Jeroen.Aspeslagh@ec.europa.eu</p> <p>Deputy Head of Unit DGT S.3: Nicole Hill Nicole.Hill@ec.europa.eu</p>
We are:	<p>We are a friendly hard-working unit of 22 people, based in the Directorate-General for Translation in Brussels.</p> <p>We aim to improve how the Commission communicates its key policy priorities and other messages in writing. We do this by providing a specialised editing service, covering a variety of texts – our team of editors work with drafters in other Directorates-General to make their documents as clear, concise and correct as possible. We also offer authors training and support in writing more clearly and arrange events and activities to accompany this training.</p> <p>We are looking for someone who can lead on some key projects that will really make a difference to the way we work in future, as well as supporting the day-to-day work of the unit.</p>
We propose:	<p>We are offering the opportunity to combine a love of language and clarity, improving the way the Commission communicates with the European public, with the chance to really understand and improve the way the unit manages its work and delivers on its objectives.</p> <p>You will be responsible for managing the unit's client relations, working with the unit's workflow coordination assistant, and providing editing support when needed. You'll work directly to the unit's management team, providing them with advice and support on workflow and stakeholder management issues.</p>
We look for:	<p>We are looking for someone who's interested in language and the way we use it, and the ways we can improve this on an organisational level. We want someone who's curious, happy to experiment and explore, and good at working with other people. You'll need strong organisational skills and good attention to detail.</p>

	<p>Native-level English would be a strong asset.</p> <p>To be eligible for recruitment at the European Commission you must</p> <ul style="list-style-type: none"> - have a level of education which corresponds to completed university studies of at least three years attested by a diploma¹; - be a national of one of the Member States of the European Union and enjoy full rights as a citizen; - have fulfilled any obligations imposed by the applicable laws on military laws; - produce appropriate character references as to his or her suitability for the performance of the duties; - be physically fit to perform the duties; - produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties; - Have passed valid EPSO CAST tests in Function Group IV for this position. <p>N.B.: At the stage of the application, it is sufficient to be registered in the EPSO CAST data base.</p>
<p>Recruitment policy:</p>	<p>CV and a motivation letter in one pdf should be sent by email to Jeroen.Aspeslagh@ec.europa.eu and Nicole.Hill@ec.europa.eu , with this subject line “Application FG IV – editing and workflow” and your CAST Nr. in the body of your mail.</p> <p>Please note that DGT will select only candidates registered in the EPSO application database. Therefore, if you have not already registered in the EPSO application database you must do so in addition to expressing your interest.</p> <p>For more information on the Contract Agent positions, please consult the following EPSO page</p>
<p>Job description:</p>	<p>See below</p>

¹ Delivered by a recognised EU educational institute or, if delivered by a non-EU educational institute, recognised by at least one Member State of the EU

Job Holder

Name

Job Profile**Position**

CONTRACT AGENT FGIV

Job title

Language Editor - Editing and workflow project officer

Domains**Generic domain**

TRANSLATION

Intermediate domain**Specific domain**

LANGUAGES and LINGUISTICS

Sensitive job

No

Overall purpose

Working to the Head of Unit and deputy Head of Unit, the job holder will provide editing services as required and support the editing unit's workflow team, in particular taking responsibility for client management and support. The job holder will also provide project management support and advice as needed across the unit.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ LANGUAGES and LINGUISTICS

- Provide a quality editing service for the most important documents and digital content drafted by Commission departments in English.
- Assist requesters in improving the quality of their texts by providing guidance on linguistic, stylistic and layout matters.
- Liaise with colleagues in the Unit, or with other language specialists in the Commission or elsewhere, in order to respond to requesters' needs and to maintain a high level of quality.
- Carry out any other linguistic task in relation to the written word that may be required in the interests of the service.

+ HORIZONTAL COORDINATION

- Manage the Unit's workflow systems to ensure smooth processing and delivery of editing requests, particularly when the workflow coordination assistant is absent.
- Liaise with other Commission services involved in submitting documents for inter-service consultation and participate in inter-service or other meetings when required.
- Assist in bringing the unit's work to the attention of all Commission services, thereby helping to raise drafting standards across the institution.

+ KNOWLEDGE MANAGEMENT and SHARING

- Share expertise and knowledge of project management principles and methodology to support a more consistent approach to operational delivery across the unit

+ PROJECT MANAGEMENT

- Project management support for ad hoc projects across the unit
- Help lead editors coordinate the editing of complex document packages.

Job requirements

Experience"

+ LANGUAGES

Job-Related experience: at least 3 years

Qualifier: essential

Experience as a language editor or in a similar linguistic capacity is highly desirable.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B1	B1	B1

Knowledge

- **KNOWLEDGE MANAGEMENT & ECONOMY**
 - *KNOWLEDGE MANAGEMENT and SHARING*
- **POLICY**
- **EVALUATION and QUALITY MANAGEMENT**
 - *QUALITY ASSESSMENT and MANAGEMENT*
 - *Quality control and assurance*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - *PROJECT MANAGEMENT*
- **LANGUAGES and LINGUISTICS**
 - *MULTILINGUALISM*
 - *Multilingual publishing*
 - *PROOF-READING*
 - *Language editing*
- **COMMUNICATION and PUBLICATION**
 - *DRAFTING and (SPEECH)WRITING*
 - *Revision and edition of texts*
 - *PUBLIC SPEAKING and PRESENTING*
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
 - *Missions and mandates of the Directorate General*
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
 - *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
 - *Decision-making procedures in the EU institutions*

Competences

- **Analysing and Problem Solving**
 - *Capacity to analyse and structure information*
 - *Creativity*
 - *Inquiring mind*
- **Communicating**
 - *Capacity to communicate technical or specialised information*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
- **Delivering Quality and Results**
 - *Ability to identify user's needs*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
 - *Entrepreneurship*
 - *Eye for detail / Accuracy*
 - *Quality & process management abilities*
- **Learning and Development**
 - *Flexibility (openness towards new demands, etc.)*
- **Prioritising and Organising**
 - *Capacity to deliver in a structured way*
 - *Coordination skills*
- **Resilience**
 - *Perseverance*
 - *Stress resistance*
- **Working with Others**
 - *Ability to work in a team*
 - *Confidentiality*
 - *Knowledge sharing*

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection procedure for Contract Agents in Brussels

Data Controller: Directorate HR.B.3, Recruitments & Mobility: Other agents

Record reference: DPR-EC-02054

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “Selection of Contract Agents in Brussels”, undertaken by HR.B.3. in coordination with the concerned Commission unit and HR Correspondent is presented below.

2. Why and how do we process your data?

Purpose of the processing operation: HR.B.3 collects and uses your personal information to organise and manage the selection process of candidate from the various databases, such as the CAST database or EU CV online, for the recruitment of a contract agent 3a or 3b in Brussels in accordance with Article 82 of the Conditions of Employment of Other Servants (CEOS) and ensure that the most suitable candidate is selected for the available position.

Whenever a Contract Agent position in Brussels is available at the Commission it can be filled by:

- transfer of an internal candidate (already a contract agent at the Commission) or,
- a new recruitment.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the job. It is also used to assess the suitability of the candidate for the job. Certain data (concerning professional experience and training) is used for a comparative analysis between the candidates.

Data of the selected candidate (first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant eSire module (i.e. “AC recruitment request”) for the purposes of processing the recruitment in a second step. Some of the administrative data of the selected candidate is then also used in the “career” module of Sysper. These data processing is covered by record DPR-EC-02057 for recruitment.

Your personal data will not be used for an automated decision-making including profiling. The data submitted may also be used for extraction of anonymised statistics (for example: average number of candidates for certain advertised functions), which may serve for analysis and forward planning in the area of Human Resources Management in the Commission.

3. On what legal grounds are we processing your personal data?

We process your personal data, because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(a) of Regulation (EU) 2018/1725).

The provision of personal data is mandatory to implement the provisions of Articles 3a, 3b and Title IV of the CEOS, namely, to engage contract staff, that is staff not assigned to a post included in the list of posts appended to the section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

Legal basis

- Articles 3a, 3b and Title IV of the Conditions of Employment of Other Servants of the European Union (CEOS)
- Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

4. Which personal data do we collect and further process?

In order to carry out this processing operation, the data controller HR.B.3 Unit “Recruitments & Mobility: Other agents” collects and processes the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s) currently used, family name(s) at birth, nationality or nationalities if relevant, place of birth, date of birth, address and contact details, civil status.
- Data concerning qualifications and professional experience: knowledge of languages, motivational letter, CV.
- Number and validity date of identification document, copy of identification document, email address, diplomas, work experience related document.
- Conflict of Interest form.
- Other administrative data: if applicable, personnel ID, Function Group, type of post of the person, budgetary coverage of former post, competition application number.

Normally, no special categories of data falling under Article 10 of Regulation (EU) 2018/1725 is processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel.

If you do not provide your personal data, your application will not be taken into consideration because of lack of required information.

5. How long do we keep your data?

The data controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- The electronic and paper version of the applications received by the panel members and other documents, or emails received by the selection panel members, will be destroyed by them after the conclusion of interviews.
- Data in electronic format in the Outlook inbox, ARES and folders of HR.B.3 and concerned HR Correspondents and units, as well as on the protected shared drives of these services, are stored for 2 years after the closure² of the selection process or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered, in line with the 'Common Commission-Level Retention List for European Commission Files - third revision', SEC(2022)400.

² A selection procedure is closed in one of the following ways: (i) a person was selected and the follow-up procedure (effective recruitment or mobility) was finalised; (ii) or a decision was taken not to select anyone and either republish the post or take other measures.

- The results of the selection panel of selected candidates eligible to be recruited under Article 3a of the CEOS (application documents, CV and supporting documents, as well as the evaluation grids of all selected candidates together with the selection report) are kept for a maximum of 10 years (corresponding to a maximum of 5 years for the initial contract and a maximum of 5 years for its extension in accordance with article 85 of the CEOS). These data are kept until a permanent contract is obtained if they are necessary for the establishment of such a contract pursuant to Commission Decision C(2017) 6760 of 16.10.2017 on general implementing provisions for Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff engaged by the Commission under Articles 3a and 3 b of the said scheme.

6. How do we protect and safeguard your data?

Appropriate organisational and technical measures are ensured according to Article 33 of Regulation (EU) 2018/1725.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a User ID/Password. Physical copies of personal data are stored in a properly secured manner.

7. Who has access to your data and to whom is it disclosed?

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit, Director, Director General), HR Correspondent of the DG concerned by the vacancy, Unit HR.B.3 “Recruitments & Mobility: Other agents”.

In addition, selection panel members will be given access to your application in electronic and/or paper format. The selection panel is composed by a chairperson who is not from the department where the Contract Agent will perform his or her duties, a member of that department, a member of the human resources unit (or equivalent) and a person appointed by the Staff Committee.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller HR.B.3 (HR-MAIL-B3-PERSONALDATA@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-02054**.