



Luxembourg, 14th January 2011

REF.: CDT-AC IV-2011/01 – BULGARIAN TRANSLATOR (M/F)
GRADE : GF IV
DEPARTMENT : TRANSLATION DEPARTMENT - GREEK AND SLAVONIC LANGUAGE GROUP
PLACE OF EMPLOYMENT: LUXEMBOURG

The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its establishment, the Centre's workload has increased considerably, and it now has a team of 104 translators.

In accordance with Article 5(4) of the General implementing provisions on the procedures governing the engagement and the use of contract staff at the Translation Centre for the Bodies of the European Union, the Translation Centre is organising a selection procedure for the recruitment of short-term contract translators with Bulgarian as main language ("main language" means mother tongue or a language of which the applicants have an equivalent command). Their duties will include the translation of texts from English and other Community languages into Bulgarian and the revision of texts translated by external contractors into Bulgarian.

NATURE OF THE TASKS

The job will specifically involve the translation and revision of documents and Community trademarks and designs with due observance of the appropriate quality standards and the agreed deadlines. Job assignments might involve also the research for appropriate terminology.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on **4th February 2011**, **the closing date for online applications**, meet the following requirements:

(a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;
- qualifications : have a level of education which corresponds to completed university studies of at least three years, attested by a diploma;
- knowledge of languages :
 - Language 1 (main language) : perfect command of the main language,
 - Language 2 (first source language) : excellent knowledge of English,
 - Language 3 (second source language) : good knowledge of either German or French.
- One year of professional experience;

(b) DESIRABLE COMPETENCIES:

- knowledge of Computer Aided Translation tools;
- very good knowledge of at least one official language of the European Union other than language 2 and 3 (see point 1 (a)) would be an asset;
- work experience as a translator for a European or international organisation.

2. SELECTION PROCEDURE:

(a) PRESELECTION STAGE:

The preselection stage will be carried out in two parts:

- The first will be based on the above-mentioned eligibility criteria (point 1(a)), and is intended to establish whether the applicant meets all the mandatory eligibility criteria and all formal requirements laid down in the application procedure. Applicants who fail to do so will be rejected.
- The second part will take into consideration professional experience and other points indicated under 'Desirable competencies' (point 1(b)). This part will be marked on a scale from 0 to 20 (pass mark: 10), except linguistic skills.

The Selection Committee will invite for interview a maximum of 10 applicants of those who obtain the best marks in the preselection stage.

(b) SELECTION STAGE:

The selection stage follows the procedure described below. It consists of an interview with the Selection Committee to assess applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and their ability to work in a multicultural environment.

The interview will be marked out of 20 (pass mark: 12).

Those applicants who are invited to interview must submit, on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, i.e. copies of diplomas, certificates and other supporting documents proving their professional experience and clearly showing start and end dates, the function and exact nature of their duties, etc.

Nonetheless, prior to the signing of a contract, the successful applicant will have to provide the originals and certified copies of all relevant documents proving eligibility criteria.

3. RECRUITMENT :

Depending on the budgetary situation, selected applicant may be offered a 8 months contract.

The successful applicants will be recruited in function group IV. The basic monthly salary for the grade 13 (step 1) is EUR 3086.25 In addition to the basic salary, members of staff may be entitled to various allowances, such as a household allowance, an expatriation allowance (16% of basic salary), etc.



In addition, before being appointed, applicants must:

- have fulfilled any military service obligations imposed on them by law;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)¹ ;
- undergo a medical examination arranged by the Translation Centre in order to satisfy the requirements of Article 28(e) of the Staff Regulations of Officials of the European Communities.

4. APPLICATION PROCEDURE:

Interested applicants should complete their online application in time.

We strongly advise you not to wait until the last few days to apply. Experience has shown that the system may become overloaded closer to the closing date for applications. It may therefore prove difficult to apply in time.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests that might be considered prejudicial to his/her independence.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Committee, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex I).

REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in a selection procedure have the specific right of access to certain information concerning them directly and individually. Applicants who so request may accordingly be provided with supplementary information relating to their participation in the selection procedure. Applicants must send such requests in writing to the Chair of the Selection Committee within a month of being notified of their results in the selection procedure. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Committee proceedings under the Staff Regulations.

PROTECTION OF PERSONAL DATA

The Translation Centre (as the body responsible for organising the selection procedure) will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

¹ Applicants must provide an official certificate confirming that they do not have a criminal record.



ANNEX 1 REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. If at any stage of this selection procedure applicants consider that their interests have been prejudiced by a particular decision, they may take the following action:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

- send a letter requesting further information or a review and stating your case to:
For the attention of the Chair of the Selection Committee CDT-AC IV-2011/01
Office T/ 2047
Translation Centre
Bâtiment Nouvel Hémicycle
1, rue du Fort Thüngen
L-1499 Luxembourg

within 10 calendar days of the date of dispatch of the letter informing them of the decision. The Selection Committee will send a reply as soon as possible.

II. APPEAL PROCEDURES

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:
For the attention of the Appointing Authority CDT-AC IV-2011/01
Office T/ 2047
Translation Centre
Bâtiment Nouvel Hémicycle
1, rue du Fort Thüngen
L-1499 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124 of 27 April 2004 p.1 – <http://www.europa.eu/eur-lex>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless the rules which govern the proceedings of Selection Committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- like all citizens of the European Union, applicants can make a complaint to the:
European Ombudsman
1 avenue du Président-Robert-Schuman – BP 403
F-67001 Strasbourg Cedex

Under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the EC Treaty. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.