



Luxembourg, 6 February 2020

## INTER-AGENCY MOBILITY PUBLICATION

### N° CDT/IAM/AD/20/02

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In order to promote the mobility of temporary staff across the agencies in the framework of **Inter-Agency Mobility** for staff members within the same function group, the Translation Centre for the Bodies of the European Union (CdT) wishes to inform **temporary staff from all the Union agencies**<sup>1</sup> in function group and grade bracket AD8-AD10<sup>2</sup> of the following vacant post:

### CHIEF ACCOUNTING OFFICER (AD8-AD10)

**PLACE OF EMPLOYMENT:** LUXEMBOURG

The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the EU agencies and bodies. It is based in Luxembourg. Since its establishment, the Centre's workload has increased considerably and it now employs around 200 staff.

In accordance with Article 7 of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS<sup>3</sup>, the Translation Centre is organising a selection procedure for the recruitment of a temporary staff member as a Chief Accounting Officer.

**CONTRACTUAL CONDITIONS:**

The selected staff member shall conclude a contract of employment with the Translation Centre which ensures continuation of the selected staff member's employment and career in the category of temporary staff under Article 2(f) of the CEOS. The contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:

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<sup>1</sup> All agencies referred to in Article 1(a)(2) of the Staff Regulations.

<sup>2</sup> Internal staff members at the Centre who fulfil the requirements of the publication may also apply.

<sup>3</sup> Conditions of Employment of Other Servants of the European Union

- The same grade and the same seniority in the grade as the preceding contract;
- The same step and the same seniority in the step as the preceding contract.

The end dates of the contract concluded with the Translation Centre and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the temporary staff member under Article 2(f) of the CEOS shall also be engaged by the Translation Centre for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the commencement of employment at the Translation Centre, the duration of the contract concluded shall be the same as that which the Translation Centre would have set in the case of a renewal of one of its own temporary members under Article 2(f) of the CEOS.

The temporary staff member under Article 2(f) of the CEOS shall not serve a probationary period, without prejudice to Article 9(2)(b) of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

The selected temporary staff member under Article 2(f) of the CEOS shall take up their duties within three months following the job offer, unless otherwise agreed between the two agencies and the staff member concerned.

## **NATURE OF THE TASKS**

Reporting directly to the Director's Office, the selected candidate will be responsible for performing the following tasks:

1. **Team management:** contribute to the Centre's work programme and activity report; ensure a good working atmosphere within the team and motivate the team to achieve the expected delivery of objectives; organise and distribute work among staff members for the performance of tasks; exercise leadership conducive to generating and sustaining motivation; provide mentoring to develop the team's potential; establish training needs and contribute to performance evaluation of team members in order to facilitate efficient organisation and competent, satisfied and effective staff.
2. **Management of accounting projects and processes:** ensure the implementation of accounting activities in accordance with the established principles for managing projects and processes:
  - **General account keeping and organisation:** ensure correct processing of payments and collection of revenue; prepare and draw up accounts; keep accounts; implement, in accordance with Title VII of the Financial Regulation, the accounting rules and methods as well as the accounting plan in accordance with the provisions laid down by the Commission's accounting officer; determine and validate the accounting systems and, where appropriate, validate the systems determined by the authorising officer in order to provide or justify accounting information; manage cash flows, in order to establish and draw up the Centre's accounts.
  - **Development of the Centre's cost accounting:** maintain a model for allocating the Centre's direct and indirect costs in order to determine the actual cost of services.

- **Preparation of statistics and invoicing of translation services**: draw up all the statistical reports enabling clients to be invoiced at the price set by the Centre's Management Board; monitor communication with clients and suppliers and coordinate activities in order to deal with any invoicing issues.
  - **Internal control in the area of accounting**: implement internal control standards to manage the risks associated with running the Centre.
  - **Management of audits**: plan the work to be carried out internally by other departments so as to provide timely responses to the Court of Auditors and external auditors, and liaise with these authorities.
  - **Coordination and verification of accounts in relation to fixed assets management**: track and check all items of the Centre's inventory in order to reflect its assets in the balance sheet; put in place inventory control procedures.
3. **Analysis and advice**: advise and provide guidance to the Director's Office, heads of department and heads of sections with regard to finance policy.
4. **Interinstitutional relations**: attend external work meetings or conferences in order to represent the Centre in interinstitutional activities relating to accounting; assist the Director in responding to ad-hoc requests from the Court of Auditors, the European Parliament or the internal auditor.

### **ELIGIBILITY CRITERIA**

To be eligible to take part in this selection procedure, the applicant must, **on 6 March 2020 the closing date for online applications**, and on the day of the filling of the post meet the following requirements:

- Be a temporary staff member under Article 2(f) of the CEOS on long-term employment who is employed within his/her current agency in a grade and function group corresponding to the published function group and grade bracket (AD8-AD10);
- Have at least 2 years' service within his/her current agency before moving;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS in the relevant function group.

### **SELECTION CRITERIA**

Candidates must have the following:

**a) Essential criteria:**

- Qualifications: have a level of education which corresponds to a completed course of university studies, accredited by a diploma<sup>4</sup>, where the normal duration of these studies is four years or more;

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<sup>4</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

or

have a level of education which corresponds to a completed course of university studies, accredited by a diploma, with appropriate professional experience of at least one year, where the normal duration of these studies is at least three years;

- professional experience: since obtaining the above-mentioned qualifications and work experience, candidates must have at least nine years' full-time professional experience, including at least five years of experience in a full-time management role, in the areas covered by this publication.
- language skills: thorough knowledge of one of the official languages of the European Union and satisfactory knowledge of another official language of the European Union, to the extent necessary for the performance of duties.

**b) Essential technical skills:**

- At least five years of relevant experience acquired in one of the institutions or bodies of the European Union;
- Very good knowledge of French and English;
- Extensive professional experience with regard to the Financial Regulation and its implementing rules;
- Extensive professional experience in accounting and knowledge in the areas of finance and audits;
- Experience in monitoring and use of computer-based accounting systems;
- Knowledge of any other official languages of the EU is considered an asset.

**c) Essential non-technical skills**

- **Communication skills:** comfortable interacting at all hierarchical levels and in a multicultural environment; excellent writing skills; conceptualisation and formulation skills; ability to run meetings; ability to negotiate.
- **Organisational abilities:** ability to judge the importance of different tasks/requests and establish priorities, analytical mindset, ability to coordinate multiple activities, methodical approach and ability to take initiative, versatility.
- **Leadership:** ability to inspire, empower and engender trust, excellent listening skills, ability to secure the commitment of everyone to the mission and objectives, foster a climate of continuous feedback, skilled at delegation and supervision.
- **Management skills:** ability to motivate a team, encourage it to achieve set goals and develop individual potential.
- **Responsibility:** highly rigorous and passionate about excellence, discretion, respect for confidentiality, availability, willingness to achieve objectives whilst respecting determined priorities, ability to take ultimate responsibility for the team's actions.

- **Adaptability:** open-mindedness, ability to work under pressure, willingness to take on new tasks and to develop.

These skills will be assessed by means of an interview. An interview with the Selection Committee will assess applicants' ability to carry out the duties described above. The interview will also be an opportunity to focus particularly on applicants' specialist knowledge and their skills in the fields mentioned in points (b), and (c). Interview duration: about 45 minutes. The interview will be marked out of 20 (pass mark: 12) and will take place in Luxembourg.

## **SELECTION PROCEDURE**

### **How to apply?**

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.

Candidates should assess before submitting their application form whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

### **For applications to be valid, applicants shall:**

- **Send their online application by the above-mentioned deadline,**
- **Send a scanned version of the documentation proving that they meet the eligibility criteria (i.e. current contract of employment and last payslip) to:**

[e-selection@cdt.europa.eu](mailto:e-selection@cdt.europa.eu) or by regular mail to: Translation Centre - Bâtiment Drosbach - 12 E, rue Guillaume Kroll - L-1882 Luxembourg with the reference N° **CDT/IAM/AD/20/02**.

Please note that the failure to submit these documents will render your application ineligible.

## **SCREENING OF ELIGIBILITY AND SELECTION CRITERIA**

### **SCREENING OF ELIGIBILITY AND SELECTION CRITERIA**

Eligibility and suitability of candidates will be firstly assessed according to compliance with the eligibility and selection criteria by the appointed Selection Committee.

The Selection Committee will then consider the competences of eligible applicants on the basis of the application provided and will mark their applications. The **10 most suitable applicants** will be invited to an interview.

**The candidates invited for an interview will be required to present the original documents proving that they meet the eligibility criteria and in particular the official proof of their current contract type and grade. Candidates have also to provide their two last appraisal reports.**

## **COMMUNICATION WITH THE SELECTION COMMITTEE**

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. The Authority Empowered to Conclude Contracts of Employment reserves the right to disqualify any candidate who disregards this instruction.

All inquiries for information should be addressed to [e-selection@cdt.europa.eu](mailto:e-selection@cdt.europa.eu) or by letter to the Translation Centre - Bâtiment Drosbach - 12 E, rue Guillaume Kroll - L-1882 Luxembourg, quoting the reference of the selection (**CDT/IAM/AD/20/02**).

## **EQUAL OPPORTUNITIES**

The Translation Centre is an equal opportunities employer and recruits applicants irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, 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.

## **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 1).

### **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 (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). This applies in particular to the confidentiality and security of such data.

Candidates have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

Please see the [specific privacy notice](#).

## **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/IAM/AD/20/02**

Translation Centre  
Bâtiment Drosbach  
Office 3076  
12 E, rue Guillaume Kroll  
L-1882 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 Union at the following address:

**For the attention of the Authority Empowered to Conclude Contracts of Employment**

**CDT/IAM/AD/20/02**  
Translation Centre  
Bâtiment Drosbach  
Office 3076  
12 E, rue Guillaume Kroll  
L-1882 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287 of 29.10.2013, p.15 – <http://eur-lex.europa.eu/homepage.html>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority Empowered to Conclude Contracts of Employment 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**

➤ Applicants can make a complaint to the:

**European Ombudsman**

1 avenue du Président-Robert-Schuman – BP 403  
F-67001 Strasbourg Cedex

pursuant to Article 228(1) of the Treaty on the Functioning of the European Union 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 (OL 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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Please also note that, under Article 2(4) of the 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, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.