



Luxembourg, 14.10.2021

REF.: **CDT-AD5-2021/03**
PROJECT SUPPORT OFFICER

GRADE: **AD5**
DEPARTMENT: TRANSLATION SUPPORT DEPARTMENT
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 employs around 200 staff.

To meet the needs of the **Translation Support Department**, and in particular of the Advanced Language Solutions Section, the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of temporary staff members under Article 2(f) of the Conditions of Employment of Other Servants of the European Union ¹.

NATURE OF THE TASKS

Reporting directly to the Head of the Advanced Language Solutions Section, the selected candidate will be responsible for performing the following tasks:

- Analyse, improve and maintain Speech-to-Text (S2T) and Web Localisation solutions.
- Carry out and monitor processes to enhance automatic and semi-automatic workflows.
- Draft specifications and recommendations for custom components related to S2T, Web Localisation, CAT tools and translation workflows.
- Draft technical documentation and procedures for the maintenance, deployment and use of the components and systems developed by the team.
- Technology watch activities in the fields of advanced language solutions (e.g. S2T, machine translation, CAT tools, terminology, Web Localisation, etc.).
- Provide support to the IT and Translation departments in relation to integrations in the current environments of the Centre (e.g. in the areas of S2T, Web Localisation, etc.).
- Apply and follow existing conventions and standards in the fields of speech recognition, Web Localisation and language workflow management systems.

¹ The same reserve list may be used for the recruitment of temporary staff under Article 2(b) and Members of the contract staff under article 3 (a) of the Conditions of Employment of Other Servants of the European Union. Internal staff members employed as temporary staff under Article 2(f) of CEOS (function group AD) can use this publication to apply as a means of internal publication.

- Lead project management activities in the domains of advanced language solutions.
- Support the Head of Section in further administrative and monitoring activities, business development and clients' support.
- Provide trainings to internal and external stakeholders on the modules used by the Centre and the related technological aspects.
- Undertake activities needed for the acceptance of deliverables implemented by internal or external providers.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on 12.11.2021, the closing date for applications, meet the following requirements:

a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma²;
- language skills: thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

b) ESSENTIAL TECHNICAL COMPETENCES:

- At least two years of proven professional experience in carrying out support tasks in Speech recognition, subtitling, transcription, overall Speech-to-Text technologies and technical multilingual website quality control;
- Good knowledge of translation workflow management systems, CAT tools and terminology databases systems.
- Experience in the integration of language technology tools in (semi-)automatic translation workflow management systems.
- At least one year of proven experience in project leading in the area of audio-visual technology.
- Good knowledge of English or French (at level at least B2³).

c) DESIRABLE COMPETENCES:

- Knowledge and experience with natural language processing techniques and ability to apply them in a software-based context;
- Knowledge and experience with speech recognition applications;
- Ability to draft requirements in the field of translation technologies;

² 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.

³ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- Professional experience of at least 6 months in an EU institution, agency or body or international organisation in the area of expertise;
- Knowledge of translation standards (XLIFF, TMX);
- Sound knowledge of Project Management processes and Agile software development lifecycle;
- Knowledge and experience on the software lifecycle management.

d) ESSENTIAL NON-TECHNICAL COMPETENCES:

- Written and oral communication: good drafting and summarising skills; ability to communicate well at all levels (internal and external) and in a multilingual environment.
- Interpersonal skills: ability to work individually and collectively in a team.
- Sense of responsibility: discretion, confidentiality, precision, efficiency, availability and punctuality.
- Organisational skills: ability to manage various tasks and to set priorities; methodical approach; ability to take initiative; versatility.
- Adaptability: ability to help others and to work well under pressure; ability to upskill and adapt to developments in the IT environment.

These skills will be assessed during the written test and the interview (see point 2(b)(i),(ii) below).

2. SELECTION PROCEDURE:

a) PRE-SELECTION STAGE:

The pre-selection stage will be carried out in two parts:

- the first part 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 do not meet these requirements will be rejected;
- the second part will take into consideration professional experience and other points indicated under 'Essential technical competences' and 'Desirable competences' (points 1(b), (c)). This part will be marked on a scale from 0 to 20 (pass mark: 12).

The Selection Committee will invite for a written test and an interview the 10 applicants who pass the pre-selection stage and obtain the best marks.

b) SELECTION STAGE:

The selection stage follows the procedure described below. It will be carried out in two parts:

(i) A written test (in English or French) consisting of:

- a practical computer-based test to assess applicants' knowledge in the areas of specialisation.

Time allowed: 2 hours.

The written test will be marked out of 20 (pass mark 12).

Applicants may choose either English or French for the written test. Please note that applicants whose main language is French must sit the tests in English and those with English as their main language must choose French.

(ii) An interview with the Selection Committee to assess applicants' ability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and their competences listed under points 1(b), 1(c) and 1(d).

The interview will take place on the same day as the written test or the following day(s).

The interview will be conducted for the most part in English. Other languages may be tested according to the declaration on the knowledge of languages made by the candidates.

Time allowed: approximately 40 minutes.

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

The written test and the interview will take place in Luxembourg. In the event of force majeure, the tests and interviews will be held remotely.

Once the written test and the interview have been marked, the Selection Committee will draw up a reserve list with the successful applicants in alphabetical order. Successful applicants are the applicants that obtained at least the minimum pass mark in the written test and the minimum pass mark in the interview (see points 2(b) (i) and 2(b) (ii)). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

Those applicants who are invited to the tests must submit, on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other supporting documents proving their qualifications and professional experience and clearly showing start and end dates, the function and exact nature of their duties, etc. If the tests are held remotely, applicants may send a copy of the supporting documents requested above by email to E-Selection@cdt.europa.eu.

Before establishing the reserve list, the Selection Committee will analyse the supporting documents of the candidates who passed the interview and the written tests.

Furthermore, before a contract can be concluded, the selected applicants will have to provide the originals and certified copies of all relevant documents proving that they meet the eligibility criteria.

The reserve list will be valid until 31 December 2022 and may be extended at the discretion of the Translation Centre's Authority authorised to conclude contracts of employment.

3. RECRUITMENT:

Depending on the budgetary situation, successful applicants may be offered a three-year contract (renewable) in accordance with the Conditions of Employment of Other Servants of the European Union. Subject to the level of confidentiality of the work carried out, the selected applicant may be required to apply for security clearance.

The selected applicants will be recruited in the function group/grade AD5. The basic monthly salary for the grade AD5 (step 1) is EUR 4 917,29. 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, in order to be eligible and before being appointed, the selected applicant must:

- have fulfilled any obligations imposed on them by the law concerning military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)⁴;
- undergo a medical examination arranged by the Translation Centre in order to satisfy the requirements of Article 12 (2) of Conditions of Employment of Other Servants of the European Union.

4. APPLICATION PROCEDURE:

Interested applicants should complete their online application through Systal (https://aa251.referrals.selectminds.com/?lset=en_US) within the deadline.

We strongly advise applicants 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.

In case of questions, please contact the Human Resources section at E-Selection@cdt.europa.eu.

⁴ Applicants must provide an official certificate confirming that they do not have a criminal record.

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.

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 (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).

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-AD5-2021/03
Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
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 authorised to conclude contracts of employment
CDT-AD5-2021/03**
Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
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 authorised 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 – CS 30403
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.