



Luxembourg, 08.06.2023

REF. : **CDT-AD5-2023/05**
LATVIAN, SLOVAK AND SLOVENIAN - LANGUAGE TRANSLATORS

GRADE: AD5
DEPARTMENT: TRANSLATION
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 around 110 translators.

In accordance with Article 11 of the decision of the Translation Centre laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f), the Translation Centre is organising a selection procedure to establish three reserve lists¹ for the recruitment of temporary staff² with the following three profiles:

- (a) translator with Latvian as principal language
- (b) translator with Slovak as principal language
- (c) translator with Slovenian as principal language

where "principal 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 official languages of the European Union into Latvian, Slovak or Slovenian respectively, and the revision of texts translated by external contractors into Latvian, Slovak or Slovenian respectively.

A. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on the closing date for online applications (07.07.2023), meet the following requirements:

(1) 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 diploma³;

¹ The same reserve list may be used for the recruitment of temporary staff under Article 2(b) and of contract staff under Article 3(a) of the Conditions of Employment of Other Servants of the European Union. The reserve list can also be shared with other EU agencies in case of service needs.

² 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.

³ 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.

- knowledge of languages:
 - Language 1 (principal language):
 - For the Latvian-language profile: perfect command of Latvian (Level C2⁴),
 - For the Slovak-language profile: perfect command of Slovak (Level C2),
 - For the Slovenian-language profile: perfect command of Slovenian (Level C2),
 - Language 2 (first source language): excellent knowledge of English (Level C1 or higher),
 - Language 3 (second source language): very good knowledge of French or German (Level B2 or higher).

(2) SPECIFIC COMPETENCIES AND SKILLS

The following would be advantageous:

- knowledge of at least one official language of the European Union other than languages 1, 2 and 3 mentioned in point A(1) would be an asset (Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, French, Irish, Croatian, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish);
- knowledge of Computer Aided Translation tools;
- knowledge of terminology management;
- work experience of at least six months as a translator;
- work experience as a translator for a European Union institution or international organisation.

B. SELECTION PROCEDURE:

(1) PRESELECTION STAGE:

The preselection stage will be carried out in two parts:

- The first part will be based on the eligibility criteria mentioned in point A(1), 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 do so will be rejected.
- The second part will take into consideration professional experience and the “Specific competencies and skills” indicated in point A(2). This part will be marked on a scale from 0 to 20 (pass mark: 10).

For each language profile (Latvian, Slovak and Slovenian) the Selection Committee will invite to the selection stage the **20** applicants who have passed and obtained the highest scores in the pre-selection stage.

(2) SELECTION STAGE:

The selection stage will consist of two parts:

- (a) A written test consisting of:

⁴ Levels defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- (i) a translation from language 2 (English) into language 1 (respectively Latvian, Slovak or Slovenian) of a text of approximately 25 lines to assess applicants' general aptitudes and language skills to the extent necessary for the performance of their duties and the specific competencies with reference to their profiles. The use of non-electronic dictionaries to be brought to the test by the applicants is allowed.
Time allowed: 1 hour.
 - (ii) a translation from language 3 (German or French) into language 1 (respectively Latvian, Slovak or Slovenian) of a text of approximately 25 lines to assess applicants' general aptitudes and language skills to the extent necessary for the performance of their duties and the specific competencies with reference to their profiles. The use of non-electronic dictionaries to be brought to the test by the applicants is allowed.
Time allowed: 1 hour.
 - (iii) a revision of a text translated from language 2 (English) into language 1 (respectively Latvian, Slovak or Slovenian) of approximately 25 lines, to assess applicants' general aptitudes and language skills to the extent necessary for the performance of their duties and the specific competencies with reference to their profiles. The use of non-electronic dictionaries to be brought to the test by the applicants is allowed.
Time allowed: 30 minutes.
- Each written test will be marked out of 20 (pass mark: 12).
If an applicant fails test (i), tests (ii) and (iii) will not be marked. If an applicant passes test (i) but fails test (ii), test (iii) will not be marked.
- (b) 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.
Time allowed: 45 minutes.

Please note that only applicants who have passed the written test will be invited for an interview.

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.

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

The written test and the interview will take place in Luxembourg or remotely. Applicants invited to sit the tests will receive all the relevant information in due course.

Those applicants who are invited to the tests must submit, at the latest on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, proof of nationality, certificates and other supporting documents proving their qualifications and professional experience and clearly showing start and end dates, the position held 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.

Once the written tests and the interviews have been marked, the Selection Committee will draw up a reserve list with the successful applicants in alphabetical order for each profile. Successful applicants are the applicants who obtained both the aggregate pass mark in the written test and the pass mark in the interview (see points 2(a) and 2(b) above). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

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

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.

If, at any stage in the selection or recruitment procedure, it is discovered that the information given in an application has been knowingly falsified, the candidate will be disqualified.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria at the closing for applications;
- fail to provide the required supporting documents.

The reserve list will be valid until 31.12.2023 and may be extended at the discretion of the Translation Centre's Authority authorised to conclude contracts of employment.

C. 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 grade AD 5. The basic monthly salary for the grade AD 5 (step 1) is EUR 5.361,87. In addition to the basic salary, members of staff may be entitled to various allowances, such 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)⁵;
- 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.

D. APPLICATION PROCEDURE:

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

The applicants should chose the language for which they wish to apply by selecting the corresponding vacancy available on the CdT website 'Jobs page'.

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 deadline 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.

EQUAL OPPORTUNITIES

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

⁵ Applicants must provide an official certificate confirming that they do not have a criminal record.

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.

E. 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 address 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-AD5-2023-05
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-AD5-2023-05
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 – [EUR-Lex - 32013R1023 - EN - EUR-Lex \(europa.eu\)](#)) 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 Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom (OJ L 253, 16.7.2021, p. 1–10).

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 note also that, under Article 2(3) of the Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.