



Luxembourg, 03/12/2021

REF: CDT-AST2-2021/04

ASSISTANT IN THE HUMAN RESOURCES SECTION

GRADE: AST2

DEPARTMENT: ADMINISTRATION

PLACE OF EMPLOYMENT: LUXEMBOURG

The Translation Centre for the Bodies of the European Union (the 'Translation Centre') was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its creation, the Centre's workload has increased significantly and it now employs around 200 people.

In order to respond to the needs of the Administration Department, and more specifically to those of the Human Resources Section, the Translation Centre is organising a selection procedure to draw up a reserve list for the recruitment of HR assistants as temporary staff members under Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹.

TASKS

The human resources assistant's tasks will include, inter alia:

In the area of Selection and Recruitment:

- organise and support selection procedures for all categories of statutory staff, including among others the support to draft vacancy notices, providing logistic support to the different steps in the selection process, supporting selection committees, communicating with candidates, etc.;
- support selection, recruitment and coordination of trainees, interim staff and other categories of external personnel;
- establish and maintain paper and electronic records of the selection procedures in accordance with agreed standards;

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 AST in the range AST2-AST4) can use this publication to apply as a means of internal publication.

- provide support to all aspects linked to recruitment and onboarding (i.e. arrange the pre-employment medical examinations, coordinate the reimbursement of travel expenses, prepare job offers and contracts, organise induction sessions, etc.);
- liaise with the relevant European Commission services to ensure a smooth onboarding and integration of newcomers;
- liaise with the medical service in the organisation of medical exams, medical campaigns and invalidity procedures;
- manage the contract extensions;
- manage the end of service process (e.g. retirement, end of contract, unemployment).

In the area of Talent Management:

- contribute to the development and administration of HR processes and practices (tools, checklists, guidelines, organisation of files, statistics);
- ensure the update and development of job descriptions;
- manage the appraisal and promotion/reclassification exercises and the probationary process;
- support maintenance of personnel records in accordance with the Staff Regulations and the data protection requirements;
- ensure the identification of organisational and individual training needs and the design and delivery of learning and development plans for staff members;
- contribute to the design, implementation, monitoring and coordination of general learning and development activities;
- manage the related training databases and staff training passports;
- coordinate training activities of the Centre and provide the administrative follow-up of training requests;
- support the implementation of learning and development activities, including the procurement of training or organisational development services;
- support the development of HR policies, working conditions, the management of social and welfare activities, and staff events.

In the area of HR administration:

- ensure timely and accurate administrative management of entitlements and benefits for staff;
- establish and ensure completeness of personnel files, both in paper and electronic versions;
- act as focal point for questions on renewal of legitimisation cards and liaise between staff members and relevant PMO service or national authorities;
- establishment of leave entitlements and monitoring, reporting and follow-up of leave and absences (including sick leave, part-time leave, parental leave and special leave);
- administrative management of working time;
- ensure the administration of salaries;
- process the documentation concerning the Centre's staff, including missions, reimbursements, recovery orders, social security etc.;
- contributing to transparent and up-to-date HR information sharing within the Centre;
- acting as an operational initiator of financial transactions;
- liaising with counterparts and stakeholders;
- assist in preparing public procurement and tender procedures in the HR area;
- ensure the follow-up of the staff budget execution and forecast, and assist in the staff budget planning exercise;
- monitoring of framework and service contracts, and liaising with external HR service providers;
- provide information to internal and external queries (including spontaneous applications, requests for information, complaints etc.);
- assist in preparing HR statistics, metrics and reports;
- providing general support to the HR Section.

The staff member will also be requested to:

- act as backup for absent colleagues, when required;
- perform any other HR tasks requested by the line management in the interest of the service.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on **31/12/2021**, the closing date for applications, meet the following conditions:

a) **ELIGIBILITY CRITERIA:**

- be a national of a Member State of the European Union;
- qualifications: have a level of post-secondary education attested by a diploma²,
or
a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' relevant professional experience;
- professional experience: since obtaining the above-mentioned qualifications and work experience, candidates must have at least three years' full-time professional experience in relation to the role.
- language skills: thorough knowledge of one of the official languages of the European Union and good knowledge of another official language of the European Union, to the extent necessary for the performance of duties.

b) **ESSENTIAL TECHNICAL SKILLS**

- Education in a field relevant to the position, e.g. Human Resources Management, Social Science, Business Administration or equivalent.
- Prior professional experience of at least 3 years in the Human Resources field, at national or European Union level.

c) **DESIRABLE TECHNICAL SKILLS**

- Professional experience in the implementation of digitalisation projects (e.g. HR management tools, e-recruiting tool, document management tools).
- Experience in the application of the EU Staff Regulations and Conditions of Employment of Other Servants of the European Union (CEOS).

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.

d) **ESSENTIAL NON-TECHNICAL SKILLS**

- Written and oral communication: drafting skills, summarising skills and ability to communicate in the relevant foreign languages.
- Interpersonal skills: ability to work in a team and to communicate well at all levels (internally and externally).
- Sense of responsibility: discretion and ability to manage personal data and confidential information, attention to detail, efficiency, sense of initiative.
- Organisational skills: ability to manage different tasks and to set priorities, methodical and proactive approach, versatility, ability to manage and to organise the Section's correspondence and documents.
- Adaptability: ability to assist others and to work under pressure, ability to learn and to adapt to new developments in the IT environment.
- For operational reasons, a very good command of English³, as well as a good knowledge⁴ of French.

These skills will be assessed by means of a written test and an interview (see point 2(b)(i) and (ii) below).

2. SELECTION PROCEDURE

a) **PRE-SELECTION STAGE**

The pre-selection stage will be in two parts:

- the first part will be based on the above-mentioned eligibility criteria (point 1(a)) and aims to establish whether the applicant meets all the mandatory eligibility criteria and 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 aspects mentioned in point 1(b) ('Essential technical skills'). This part will be marked on a scale from 0 to 20 (pass mark: 10).

The **20 candidates** who pass the pre-selection stage with the best marks will then be invited to take a written test and attend an interview with the Selection Committee.

³ Level C1 of the Common European Framework of Reference (CEFR).

⁴ Level B2 of the Common European Framework of Reference (CEFR).

b) **SELECTION STAGE**

The selection stage will follow the procedure described below. It will be in two parts:

(i) a written test (in English) consisting of:

- a multiple-choice questionnaire (10 questions) to assess applicants' knowledge in the field of the post advertised.

Duration: 30 minutes.

- a case study to assess applicants' written skills, analytical skills and skills in the field of the post advertised.

Duration: 1 hour.

The written test will be marked out of a total of 20 points: 10 points are given to the multiple-choice questionnaire in the field of HR and 10 points to the case study (total pass mark: 12).

The written test will be conducted in English and will involve at least an anonymous qualifying part. Please note that applicants whose main language is English must take the tests in French.

(ii) an interview (in English) with the selection committee to 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 1(b) and 1(c).

The interview may take place on the same day as the written test, or on one of the preceding or following days.

Interview duration: about 30 minutes.

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

The written test and the interview will take place in Luxembourg or remotely.

After the written test and the interview have been marked, the selection committee will draw up an alphabetical reserve list of applicants. Successful applicants will be those who have achieved the total pass mark required in the written test and the pass mark in the interview (see points (i) and (ii)). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

Applicants invited to take the written test and to attend the interview must, on the day of the interview, provide relevant documentary evidence of the information stated on the application form, namely copies of diplomas, certificates and other documents proving their qualifications and attesting to their professional experience and clearly indicating the start and end dates, the position held, the precise nature of the tasks involved, 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.

Before any contract is signed, successful applicants must, however, submit the originals and certified true copies of all relevant documents to prove that they meet the eligibility criteria.

The reserve list will be **valid until 31/12/2022** and that period may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

3. RECRUITMENT

Depending on the budgetary situation, selected applicants may be offered a three-year contract (renewable) in accordance with the Conditions of Employment of Other Servants of the European Union. If the level of confidentiality of the work carried out so requires, the selected candidate may be required to request security clearance.

Successful applicants will be recruited in function group/grade AST2. The basic monthly salary for grade AST2 (step 1) is currently EUR 3 394.97. In addition to the basic salary, staff members are entitled to various allowances, such as a household allowance, an expatriation allowance (16% of the basic salary), etc.

To be eligible, before being appointed the successful candidate must also:

- have fulfilled any obligations under the law governing 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.

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.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and recruits candidates irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation, disability, marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

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

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

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

REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in selection procedures have the specific right of access to certain information concerning them directly and individually. By virtue of that right, supplementary information concerning their participation in the selection procedure may be supplied to applicants on request. Applicants must submit their request in writing to the Chair of the Selection Committee within one month of notification of the results obtained in the course of the selection procedure. They will receive a reply within one month. Requests will be dealt with in keeping with the confidential nature of Selection Committee proceedings, in accordance with 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](#).

As the Staff Regulations apply to selection procedures, please note that all judicial proceedings are confidential. If, at any stage of the 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, stating your reasons, to:

The Chair of the Selection Committee CDT-AST2-2021/04

Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12E, rue Guillaume Kroll
L-1882 Luxembourg

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

II. APPEALS PROCEDURES

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, addressed:

**For the attention of the Authority Empowered to Conclude Contracts of Employment
CDT-AST2-2021/04**

Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12E, rue Guillaume Kroll
L-1882 Luxembourg

For these two types of procedure, the deadlines specified [by the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15 – <http://eur-lex.europa.eu/homepage.html>)] start to run from the date on which applicants are notified of the act allegedly prejudicing their interests.

Applicants should note that the authority empowered to conclude contracts of employment does not have the power to amend the decisions of the Selection Committee. The Court of Justice has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the EU courts unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- Applicants may file 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 the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (94/262/ECSC, EC, Euratom) (OJ L 113, 4.5.1994, p. 15).

Applicants should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 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 pursuant to Article 2(4) of 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.