



Luxembourg, 10.03.2023

**REF.: CDT-AST3-2023/02**  
**LINGUISTIC SERVICES PROCESSING ASSISTANT**

**GRADE: AST 3**  
**DEPARTMENT: TRANSLATION SUPPORT**  
**PLACE OF EMPLOYMENT: LUXEMBOURG**

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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 Workflow Management Section, the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of temporary staff members<sup>1</sup> under Article 2(f) of the Conditions of Employment of Other Servants of the European Union<sup>2</sup>.

**NATURE OF THE TASKS**

Reporting directly to the Head of the Workflow Management Section, the selected candidate will be responsible for performing the following tasks:

- Monitor the pre- and post-processing workflow tasks and ensure that deadlines are met;
- Distribute work by guaranteeing an optimised job distribution and flexibility to take prompt care of urgent requests;
- Identify areas of improvement in the current processes and systems with a constant research for process optimisation;
- Carry out technology watch in the areas of document authoring, desktop publishing, language technologies and process modelling and optimisation;
- Setup state-of-the-art procedures and research for technical document engineering techniques aimed at speeding up pre- and post-processing activities of several linguistic services, namely translation, editing, subtitling, transcription;
- Maintain existing knowledge basis updated and promote their intensive use by the members of the teams concerned;

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<sup>1</sup> The same reserve list may be used for the recruitment of temporary staff under Article 2(b) and of members of the 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.

<sup>2</sup> Internal staff members employed as temporary staff under Article 2(f) of CEOS (function group AST) can use this publication to apply as a means of internal publication.

**TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION**

- Carry out communication campaigns to promote best-practices in document authoring and desktop publishing work;
- Liaise with the different stakeholders involved in the different phases of a linguistic process, namely translators, linguists, project managers, language technology specialists, etc., to ensure clear communication, negotiations and process definitions.

**1. PRE-SELECTION CRITERIA:**

To be eligible to take part in this selection procedure, the applicant must, on 07.04.2023, 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;
- qualifications: have a level of post-secondary education of at least two years attested by a diploma, followed by at least three years of relevant professional experience;  
or  
a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience<sup>3</sup>;
- language skills: in-depth knowledge of one of the languages of the European Union (at least C1 level) and satisfactory knowledge of another official language of the European Union (at least B2 level), to the level necessary for carrying out the required tasks.

**b) TECHNICAL COMPETENCES AND SKILLS:**

- At least three years of proven professional experience in document preparation for translation purposes (pre- and post-processing activities and alignments) or linguistic project management;
- Proven knowledge of translation technologies to be attested by a certificate issued by an educational entity (e.g. university syllabus indicating at least one module in translation technologies, private educational bodies offering training in translation technologies, etc.);
- Proven professional experience of at least one year to be attested by the provision of a job description, clearly mentioning the use of the following tools and for the following activities:
  - a) Adobe InDesign for post-processing or DTP purposes (document publication after translation);
  - b) XML and HTML for content identification and manipulation with CAT tools;
  - c) Microsoft Word, Excel, PowerPoint and Visio for document preparation for translation, and document publication after translation;
- Good knowledge of English or French (at level at least B2<sup>4</sup>).

**c) DESIRABLE:**

- Good knowledge of Microsoft SharePoint or Office 365;

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<sup>3</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration.

<sup>4</sup> Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- Good knowledge of industry standards for translation services;
- Creation of scripts or applications (in any programming language) to automate systematic document processing tasks;
- Experience in processing or managing subtitling work;
- Experience in website localisation project management or quality testing;
- Professional experience of at least 6 months in an EU institution, agency or body or international organisation in the area of expertise (i.e. document preparation for translation);
- Good knowledge of project management frameworks.

**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 and oral tests described at point 2(b)(i) and 2(b)(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 eligibility criteria mentioned in 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 the technical competences and skills indicated under point 1(b). This part will be marked on a scale from 0 to 20 (pass mark: 12).

The Selection Committee will invite the 20 applicants who have passed and obtained the highest scores in the pre-selection stage to the selection stage.

**b) SELECTION STAGE:**

The selection stage will be carried out in two parts:

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

- a practical computer-based test to assess applicants' knowledge in the areas of specialisation mentioned in points 1(b) and 1(c).

Time allowed: 1 hour and 30 minutes.

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

Please note that applicants whose main language is English must sit the tests in their second language.

(ii) An interview with the Selection Committee to assess applicants' ability to carry out the tasks described at the beginning of this document. 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), 1(c) and 1(d).

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

The interview will be conducted mainly in English. Knowledge of the other languages that applicants have indicated they know may also be tested.

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 or remotely.

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](mailto:E-Selection@cdt.europa.eu).

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 as indicated in points 2(b)(i) and 2(b)(ii). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

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.

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 December 2023 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 AST3. The basic monthly salary for the grade AST3 (step 1) is EUR 4188.45. 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)<sup>5</sup>;
- 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 must complete their online application through Systal ([https://aa251.referrals.selectminds.com/?lset=en\\_US](https://aa251.referrals.selectminds.com/?lset=en_US)) within the deadline.

Applicants must indicate their main language and their second language in their application. This information will be taken into account when determining the language for the written test.

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](mailto:E-Selection@cdt.europa.eu).

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<sup>5</sup> 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 irrespectively 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](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-AST3-2023/02**  
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-AST3-2023/02**  
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).

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(3) of 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 bodies concerned.