



Luxembourg, 10 August 2023

Director

**INTERNAL NOTICE N° 01/2017 OF THE TRANSLATION CENTRE ESTABLISHING THE POLICY AND PROCEDURE FOR
INTERNAL MOBILITY OF TEMPORARY STAFF**

VACANCY NOTICE No CDT/06/2023

ASSISTANT IN THE HUMAN RESOURCES AND STAFF SUPPORT SECTION

(A S T 2 - A S T 9)

NATURE OF THE TASKS

Reporting directly to the Head of the Human Resources and Staff Support section, the selected candidate will be responsible for performing the following tasks:

1. 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;
- 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).

2. 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.

3. 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 legitimization 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.

4. Other support activities:

- Act as backup for absent colleagues, when required;
- Perform any other hr tasks requested by the line management in the interest of the service.

ESSENTIAL TECHNICAL SKILLS:

- For operational reasons, an excellent knowledge of either French or English (level C1 or above¹) as well as a very good knowledge of and good communication skills in the other language (level B2 or above).
- Have professional experience of **at least three years** directly related to the nature of the tasks (see description above).
- Very good knowledge of the rules and procedures related to the human resources management and the management of selection, recruitment and/or individual rights as shown by professional experience.
- Experience working with confidential files.
- Excellent general, theoretical and practical knowledge of human resources management.
- A good command of IT Tools (e.g. Excel, Word, PowerPoint, Business Objects...), online applications for e-selections (e.g. Systal/Taleo) and other HR related tools (e.g. Sysper, MIPS...).
- Knowledge of the Staff Regulations and Conditions of Employment of Other Servants of the European Union.

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), ability to work in a multicultural environment.
- Sense of responsibility: discretion, respect for confidentiality, attention to detail, availability, efficiency and punctuality.

¹ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- 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.

CONDITIONS OF ADMISSION

To be eligible to take part in this internal vacancy, the applicant must, **on 24 August 2023, 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 in a grade and function group corresponding to the published function group and grade bracket (AST2-AST9).
- Fill the requirements of the publication.

A. SELECTION

The Head of the Corporate Services Department shall examine all applications fairly. Applicants will be judged on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All candidates regarded by the Head of the Corporate Services Department as likely to be selected will be invited to an interview. An interview with the Head of the Corporate Services Department 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 "Essential technical skills" and "Essential non-technical skills".

Interview duration: about 40 minutes.

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

The Head of the Corporate Services Department shall draw up a report on the results of the procedure including, where appropriate, any observations and the choice of the candidate. The report shall be sent to the Authority Empowered for the Conclude Contracts of Employment for a final decision.

B. APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?!set=en_US&sso_oif=true²), within 10 working days following the date of publication of the vacancy notice.

Specific privacy statement for processing of personal data.

² Please note that although the information and questions in Systal are written in English, you may apply in English or in French