



The Director

**Notice for the attention of the staff of the Translation Centre**  
**Post advertised pursuant to Articles 4 and 29(1)(a)(i) of the Staff Regulations**

**VACANCY NOTICE No CdT/03/2022 of 05 July 2022**

Deadline for applications: **19 July 2022 / 12.00**

Vacancy notice  
Brief description of tasks

Minimum qualifications required to apply for a transfer:

- (1) Be in the same function group and at one of the grades for the post (transfer)
- (2) Knowledge and skills relating to the duties to be performed

To apply:

Interested **officials** are requested to apply through Systal  
([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true) ) **within the deadline.**

The Translation Centre is seeking to recruit a **translator** with English as main language.

The duties for this post are as per the **job description** below:

**Job description:**

1. Translation of documents: perform research and translate texts at the appropriate quality standards, using specific software (CAT tools) and a combination of translation memories and machine translated texts requiring post-editing
2. Revision of external translations: assess, using specific software, translations produced externally, provide formal feedback to external contractors on the quality of work performed, and revise these translations, as necessary, to deliver translations at the appropriate quality standards.
3. Revision and translation of EU trade marks: verify, using the appropriate tools, the accuracy of pre-processed and outsourced translations of EU trade marks, carry out corrections as required, translate when necessary and provide feedback to external contractors on the quality of their work.
4. Translation of Community Designs: translate Community designs in order to meet the client's needs.
5. Crosscheck: review translations done by colleagues in the same language team.
6. Terminology: perform terminology research, validate and/or check terms on request. If necessary, feed and update terminology databases.
7. Translation memories: feed, update and maintain the contents of translation memories.
8. Editing of source texts: examine texts drafted in the source language for their suitability for the agreed purpose and apply corrections where needed.
9. Subtitling: use specialist software to subtitle videos with due observance of the criteria specific for this type of task.

**Professional experience and technical skills required:**

- Appropriate experience in a similar position;
- Perfect command of English (level C2), an excellent knowledge of French (level C1 or higher) and a very good knowledge of at least one other official language of the European Union (level B2 or higher)<sup>1</sup>;
- Knowledge of common office tools (word processing, spreadsheets, etc.);
- Knowledge of translation tools.

**Non-technical skills:**

- Efficiency and organisation: be able to plan and execute work autonomously, prioritise work and draw up schedules to optimise working time, be able to work under stress and meet tight deadlines.
- Flexibility and adaptability to the needs of the service: be able to adapt to changing work environments, tasks, work methods and CAT tools.

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<sup>1</sup> Levels defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- Team spirit: be able to work as part of a team, ability to work in a multicultural environment.
- Reliability: carry out work in a competent way with attention to detail.
- Confidentiality: respect instructions concerning confidentiality.
- Receptiveness to innovation: be interested in new technologies in the linguistic field.

### **Selection:**

The Head of the Translation 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 Translation Department as likely to be selected may be invited for interview.

The Head of the Translation Department shall draw up a report on the results of the procedure including, where appropriate, any observations and his choice of candidate. The report shall be sent to the Appointing Authority for a final decision.

### **Application procedure:**

Applicants must complete their online application in Systat ([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)), within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)