



Luxembourg, 24.08.2022

**REF.:** **CDT-AD6-2022-03**  
**OFFICER IN CHARGE OF RISK MANAGEMENT AND INTERNAL CONTROL COORDINATION (ORMIC)**

**GRADE:** AD 6  
**DEPARTMENT:** ADMINISTRATION DEPARTMENT  
**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. The Centre's workload has increased considerably since it was set up, and it now employs about 220 staff.

In order to meet the needs of the **Administration Department**, and in particular the 'Strategic Planning Section', the Translation Centre is organising a selection procedure with a view to drawing up a reserve list<sup>1</sup> containing a maximum of 10 candidates for the recruitment of temporary staff<sup>2</sup> under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

#### **TASKS**

Reporting directly to the Head of Strategic Planning Section, the successful candidate will be responsible for performing the following tasks:

- Organising and coordinating the self-assessments of internal control and the Internal Control Framework;
- Organising and coordinating the periodical risk assessments;
- Designing, promoting, facilitating and monitoring the implementation of internal control and risk assessment systems in the Translation Centre;
- Drawing up, reviewing and assessing the state of internal control and risk assessment systems in the Translation Centre;
- Managing and monitoring the Assessment of the Effectiveness of Internal Control Systems and preparing the Declaration of Assurance for approval by Translation Centre's Director;
- Preparing the strategy for the organisational management and internal control systems;
- Managing and monitoring the risk register and register of exceptions and non-compliance;
- Liaising and coordinating with the Commission's Internal Audit Service (IAS);
- Supporting the Head of Planning Section in monitoring the implementation of audit recommendations;

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<sup>1</sup> The same reserve list may be used to recruit the temporary staff referred to in Article 2(b) and of contract staff under Article 3(a) of 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 AD5-AD12) can use this publication to apply as a means of internal publication.

- Providing advice and support on other activities of the Strategic Planning section, in particular on quality management.

## 1. GENERAL REQUIREMENTS AND QUALIFICATIONS:

To be eligible to take part in this selection procedure, the applicant must, on 21.09.2022, the closing date for applications, meet the following conditions:

### a) ELIGIBILITY CRITERIA:

- be a national of a Member State of the European Union;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma<sup>3</sup>;
- have at least three years of professional experience, gained after obtaining the diploma certifying completion of the above required level of study;
- language skills: excellent 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 the duties.

### b) TECHNICAL COMPETENCES AND SKILLS:

- Prior professional experience of at least 3 years in the fields closely related to the tasks specified above at a national or European Union level;
- Experience in assessing internal controls frameworks in organizations;
- Experience in drafting, designing, and implementing policies, processes and procedures in the area of internal controls, audit, and risk management;
- Knowledge of the administrative, financial, and budgetary framework applicable to EU institutions and agencies.

### c) ESSENTIAL NON-TECHNICAL SKILLS:

- Interpersonal capacity: ability to work in a team in a transparent manner and to communicate at all levels (internal and external).
- Written and oral communication: report-writing and presentation ability, a systematic approach.
- Proactive attitude: result oriented and keen on taking coordinated initiative.
- Sense of responsibility: discretion, confidentiality, precision, availability, efficacy and punctuality.
- Organisational skills: ability to manage various tasks and to set targets, to have a methodical and progressive approach, versatility.
- Adaptability: ability to work well under pressure and to assist others, ability to up skill and adapt to developments in the IT environment.

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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.

- For operational reasons, a very good command of English<sup>4</sup> is a must, as well as a good knowledge of French<sup>5</sup> (considered an advantage).

## **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 all the formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.
- The second part will take account of professional experience and other aspects mentioned in point 1(b), 'Technical competences and skills'. This stage will be marked on a scale from 0 to 20 (pass mark: 12).

The selection committee will invite the 20 applicants who have passed the pre-selection stage and achieved the highest scores to take a written test and attend an interview.

### **b) SELECTION STAGE:**

The selection stage will follow the procedure described below. It will consist of two tests:

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

- *a multiple-choice questionnaire (15 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 and 30 minutes.*

The written test will be marked out of 20, distributed as follows: the multiple-choice questionnaire will account for 8 points and the case study will account for 12 points (total pass mark: 12).

Please note that applicants whose main language is English must pass the written test in their second language.

#### **(ii) An interview with the selection committee, in order to assess applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and the desired skills listed in points 1(b) and (c).**

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.

*The interview will last approximately 45 minutes and will be marked out of 20 (pass mark: 12).*

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<sup>4</sup> Level C1 of the Common European Framework of Reference (CEFR).

<sup>5</sup> Level B2 of the Common European Framework of Reference (CEFR).

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 a reserve list of the successful applicants in alphabetical order. 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)).

Please 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 supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other documents attesting to their professional experience and clearly showing start and end dates, the position held, the 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)

Before any contract is signed, successful candidates 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 December 2023 and 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 need to request security clearance.

The successful candidate will be recruited to Function Group/Grade AD6. The basic monthly salary for grade AD6 (step 1) is EUR 5.805,35<sup>6</sup>. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, an expatriation allowance (16% of the basic salary), etc.

Furthermore, to be eligible, and prior to appointment, the selected candidate must:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)<sup>7</sup>;
- undergo a medical examination as requested by the Translation Centre in compliance with the provisions of Article 12(2) of the Conditions of employment of other servants of the European Union.

### **4. APPLICATION PROCEDURE:**

Interested applicants must complete their online application in Systal ([https://aa251.referrals.selectminds.com/?lset=en\\_US](https://aa251.referrals.selectminds.com/?lset=en_US)) before the deadline.

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<sup>6</sup> Basic monthly salary valid from 1 January 2022. In addition to this basic monthly salary, temporary staff members may be eligible for various allowances depending on their personal situation.

<sup>7</sup> Applicants must provide an official certificate confirming that they do not have a criminal record.

Before submitting the application form, applicants must check that they meet all of the eligibility criteria listed in the vacancy notice, especially in terms of qualifications and relevant professional experience.

We strongly advise you not to wait until the last few days to apply. Experience has shown that the system can become overloaded as the deadline approaches, making it difficult to submit the application in time.

#### **EQUAL OPPORTUNITIES**

The Translation Centre is an equal opportunities employer and accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

#### **INDEPENDENCE AND DECLARATION OF INTEREST**

The successful applicant will be required to make a declaration whereby he or she undertakes to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting his or her independence.

### **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 committee, 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 taking account of 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 is processed in accordance with Regulation (EU) No 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 2018 L 295, p. 39). This applies in particular to the confidentiality and security of such data.

Applicants have the right of recourse to the European Data Protection Supervisor at any time ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

Please see the [specific privacy notice](#)

## **ANNEX 1 REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

The Staff Regulations are applicable to selection procedures and, therefore, all procedures are confidential. If, at any time during the selection procedure, applicants believe that their interests have been prejudiced by a particular decision, they have the following means at their disposal:

### **I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW**

Send a letter requesting further information or a review, and stating your case, to:

**The Chair of the selection committee CDT-AD6-2022/03**  
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 respond 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 Empowered to Conclude Contracts of Employment  
CDT-AD6-2022/03**  
Translation Centre  
Bâtiment Technopolis Gasperich  
Office 3077  
12E, rue Guillaume Kroll  
L-1882 Luxembourg

For these two types of procedure, the deadlines specified (in the Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ 2013 L 287, p. 15 5 – <https://eur-lex.europa.eu/oj/direct-access.html?locale=fr>) start to run from the date on which applicants are notified of the act allegedly harming their interests.

Please note that the Authority Empowered to Conclude Contracts of Employment does not have the power to amend the decisions of a selection committee. The Court of Justice 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 may address their complaint to:

**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.