



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

AND

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

## VACANCY NOTICE No CDT/01/2025

### ADMINISTRATOR IN THE ADVANCED LANGUAGE SOLUTIONS SECTION

**GRADE:** AD 5- AD12 (TEMPORARY AGENT AND OFFICIAL)  
**DEPARTMENT:** OPERATIONS MANAGEMENT DEPARTMENT  
**PLACE OF EMPLOYMENT:** LUXEMBOURG

#### 1. BACKGROUND

The Translation Centre is seeking to appoint an **Administrator in the Advanced Language Solutions Section** which was set up with a view to harnessing the latest AI and language technology. The section consists of:

- The **Language Technology Team**, which monitors trends and innovations related to linguistic services, analyses how the Centre can best help its clients meet their communication needs and develops and supports machine translation and automatic speech recognition services.
- The Interinstitutional **IATE Group** and the EurTerm (interinstitutional collaborative platform for terminologists) coordinator are hosted by the Centre on behalf of the [IATE project partners](#).

We are seeking an autonomous, dynamic, forward-looking IATE tool manager with strong strategic skills in addition to organisational skills. Across the EU Institutions, you will be the main face of IATE, the largest terminology database in the world, a tool used not only in our interinstitutional environment but also by linguists (and non-linguists) in the world. IATE is used in the EU institutions and agencies for the collection, dissemination and management of EU-specific terminology. Every year IATE receives millions of queries, which can be internal or from the general public, direct or through other applications. You need to be at ease with communication and presentations. You also need also to

easily develop implementable creative and innovative ideas and you should be familiar with modern tools and technologies.

Staff members from all departments in AD grades (from AD5 to AD12, for Officials and Temporary Agents) can apply. You will keep your current grade, step and seniority.

## 2. ELIGIBILITY CRITERIA

To be eligible to take part in this internal publication, the applicant must, on 21 January 2025, the closing date for online applications, and on the day of the filling of the post, meet the following requirements:

- be an official or 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 (AD5-AD12);
- fill the requirements of the publication listed above.

## 3. SELECTION CRITERIA

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during the interview.

### **ESSENTIAL TECHNICAL SKILLS:**

- Professional experience or good understanding related to the nature of the tasks (see description in Annex I).
- Experience in creating and successfully implementing innovative projects;
- Understanding of the institutional landscape and the framework of the European Union;
- Excellent drafting skills and strong presentation skills;
- Advanced digital skills and AI literacy;
- Excellent knowledge of English (level C1 and above), very good knowledge of another EU official language (level B2 or above)<sup>1</sup>.

### **ESSENTIAL NON-TECHNICAL SKILLS:**

- Collaboration: cultivating the ability to focus, align and build effective groups. Willingness to share or partner with others and acknowledge the whole being greater than the sum of the parts;

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

- Respect: treating colleagues, staff, and partners with respect and sensitivity. You value diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. You contribute to a positive and energising work environment;
- Integrity: You are driven by your commitment and not by personal gain or alliances with vested interests. You protect and promote the reputation of the CdT, are honest and act with integrity. You do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility, regardless of your position in the organisation. You maintain high ethical standards and do not abuse power of authority;
- Self-development: You take initiative in learning and implementing new concepts, technologies and/or methods. You commit to continually improve your skills set by gathering new knowledge, skills and attitudes and by encouraging your colleagues to develop on a continuous basis;
- Change and innovation: You have the ability to instigate needed change and to show a positive and open attitude towards change. You understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;
- Client orientation: You endeavour to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. You serve both internal and external clients and build sustainable relationships.

## 4. 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 2) 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 3, 'Selection Criteria'. This stage will be marked on a scale from 0 to 20 (pass mark: 12).

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

### b) SELECTION STAGE:

The selection stage will follow the procedure described below.

#### An interview with the selection committee:

Organised 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 point 3 and Annex 1 below.

The interview may be performed on-line or in person.

The interview will be conducted mainly in English. Knowledge of other languages may also be tested on the basis of the applicant's declarations on linguistic competence.

Interview duration: about 40 minutes.

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

The Selection Committee shall draw up a report on the results of the procedure including, where appropriate, any observations and the choice of the candidate and a reserve list of the successful applicants in order of merit. A final decision is with the Director, who may decide to organise an additional round of interviews with candidates in person before taking the final decision.

Please note that inclusion on a reserve list does not guarantee recruitment.

The reserve list will be valid until the end of the year of its establishment and may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

## **5. 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)<sup>2</sup> before the deadline within 10 working days following the date of publication of the vacancy notice.

Please see the [specific privacy notice](#).

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.

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

## ANNEX 1: JOB DESCRIPTION.

- 1.** Advise the Head of Section and the Head of Department as well as other concerned colleagues at the Centre in all matters related to interinstitutional terminology work and the tool IATE;
- 2.** Assistance to the Head of Section: assist the Head of Section in the operational management of the Section as requested;
- 3.** Administrative, budgetary and technical management of the interinstitutional IATE system: daily management of IATE, including regular tool reporting to the CCT/ECT and to the management of the Centre, monitoring of the IATE statistics and generation of the interinstitutional IATE qualitative and quantitative indicators, budget consumption monitoring;
- 4.** Chairing the IATE Management Group and other interinstitutional subgroups, namely the IATE Task Force;
- 5.** Management of the IATE Support and Development Team: administrative and operational management of the technical specialists in charge of the corrective and evolutive maintenance of IATE and the infrastructure management; drafting of requirements and prioritisation and follow-up of the ongoing work; contracts management;
- 6.** Provide support to the IATE partners and external users on their daily use of IATE;
- 7.** Provide latest documentation on IATE for internal and external users;
- 8.** Coordinate communication about IATE on behalf of the IATE partners;
- 9.** Management of the EurTerm platform, together with the EurTerm coordinator;
- 10.** Liaise with the Terminology Coordination Team at the Centre: provide latest information on tools and features available to enhance terminology management.

