



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/03/2024 24 October 2024

ADMINISTRATOR (AD8-AD12)

Deadline for applications 8 November 2024 / 23.59

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) **within the deadline.**

The Translation Centre is seeking to recruit a **Head of the Finance and Strategic Planning Section**.

The duties for this post are as per the job description in Annex 1 below.

Professional experience and technical skills required:

- At least two years of relevant professional experience in the area of management acquired in a European Union institution or international organisation;
- Knowledge of the general management and core business of the Translation Centre as well as understanding of the services underlying and supporting the translation process;
- Excellent knowledge of the Financial Lifecycle of the Translation Centre;
- Excellent knowledge of Activity-based Budgeting (ABB), Activity-based costing (ABC) and Activity Based Management (ABM);
- Experience with the conception, implementation and monitoring of workload measurement systems;
- Experience with Quality Management in Public organisations;
- Advanced digital skills, notably in tools needed for this job such as ABAC, Excel, ...;
- Excellent knowledge of English (level C1 and above) and very good knowledge of French (level B2 or above¹);
- The knowledge of other EU languages is considered as an advantage.

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;
- Respect: treating colleagues, staff, and partners with respect and sensitivity. The applicant values diversity and draws upon the different strengths, cultures, ideas, experiences and talents of people. They provide equal and fair opportunities for employment, career development and learning, and give a voice to every team member. They ensure a positive and energising work environment;
- Integrity: They are driven by their commitment and not by personal gain or alliances with vested interests. They protect and promote the reputation of the CdT. They are honest and act with integrity. They do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility, regardless of your position in the organisation. They maintain high ethical standards and do not abuse power of authority;

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

- Self-development: They take initiative in learning and implementing new concepts, technologies and/or methods. They commit to continually improve their and their team's skills set by gathering new knowledge, skills and attitudes and by encouraging their team to develop on a continuous basis;
- Change and innovation: They have the ability to instigate needed change and to show a positive and open attitude towards change. They 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: The candidate endeavours to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. They serve both internal and external clients and build sustainable relationships.

Selection:

The Selection Committee 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 Selection Committee as likely to be selected will be invited to participate in an in-person interview, foreseen to be in November 2024. An interview with the Selection Committee 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 "Professional experience and technical skills", "Non-technical skills" and in the job description in Annex 1 below.

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. A final decision is with the Appointing Authority, who may decide to organise an additional round of interviews with candidates before taking the final decision.

Application procedure:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)², within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)

² 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) TEAM COORDINATION

- Prepare the work programme and the activity report for the section;
- Identify and set the objectives of the section within an annual work plan;
- Take the necessary steps to ensure a good working climate within the team so that it is mobilised to achieve the expected service objectives;
- Organize and distribute work among agents for the execution of tasks, exercise leadership to generate and sustain staff engagement, provide coaching maximising potential;
- Establish training needs and collaborate in the evaluation of team members in order to have an efficient organisation and competent, satisfied and efficient staff for the execution of the section's tasks.

2) BUSINESS MANAGEMENT and PLANNING

- Finance and Strategy Project and Process Management: Ensures the implementation and monitoring of regulatory provisions, and activities related to finance and strategy in accordance with established principles for project and process management;
- Prepare the budget, monitor the execution of the budget and provide appropriate reports on it;
- Develop and maintain reporting tools on budget execution, update financial management procedures, ensure and monitor their implementation;
- Provide financial expertise, update indicators, contribute to the development of the IT tools necessary for the business and carry out ex-ante and ex-post financial verification;
- Manage the verification of all financial aspects of all the Centre's operations in order to ensure the compliance of the files for the authorising officers.

3) ANALYSIS and ADVICE

- Analysis and advice: advises and provides guidance to the Directorate, heads of departments and heads of sections with regard to financial and strategic policy.

4) INTERNAL QUALITY AUDIT

- Quality audits: propose the annual internal quality program and ensure that it is working properly;
- Organize and report on internal quality audits adopted by the Centre's management;
- Organize appropriate training for the Centre's internal quality auditors and coordinate engagement with them.

5) EVALUATION and QUALITY MANAGEMENT

- Programming documents: Coordinate and provide methodological support in the preparation of the Centre's strategy, programming documents and annual workflow;
- Planning and performance review;
- Coordinate the definition of annual and multi-year objectives, their measurement (KPIs, benchmarks, SLAs) and their monitoring via regular management reviews;

- Coordinate and provide methodological support for the Centre's quality policy; Ensure that the Centre's Quality Manual and related standards are kept up to date and that internal quality processes are implemented, reviewed for improvement with process owners, formally adapted and published.

6) INTERNAL COMMUNICATION (general)

- Internal communication on finance and strategy: Provide initiators and management with clear information on administrative, financial and strategy-related issues, including through the Intranet or ad hoc meetings, in order to communicate to them developments in this area, progress and results of the Section's activities.

7) INTER-INSTITUTIONAL RELATIONS

- Liaise, as necessary, with the European Commission, the Court of Auditors and other stakeholders regarding the above tasks.

