



Luxembourg, **JAN 11 2016**

REF : **CDT-AST/SC2-2015/03**
SECRETARY (M/F)
GRADE: **AST/SC 2**
DEPARTMENT: **DIRECTOR'S OFFICE OR DEPARTMENTS AT THE CENTRE**
PLACE OF EMPLOYMENT: **LUXEMBOURG**

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 currently employs approximately 200 staff.

The Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of secretaries to fill vacant posts for temporary staff, AST/SC category, at the Translation Centre for the Bodies of the European Union.

The Centre wishes to recruit persons to work as secretaries in its services. The tasks relate to administrative management but may vary according to the post. The role mainly involves assisting one or several persons in a range of activities in the Director's office and in relation to internal coordination.

Job description

The selected candidate will be expected to undertake the following tasks:

- prepare, process, finalise and check documents (drafting, note-taking, preparation of documents, tables and presentations) using specific computer tools;
- organise and coordinate activities in the service (such as agendas, appointments, meetings, official trips, calendar management and training schedules); search, compile and record information (update databases and records);
- administration, preparation and tracking of translations;
- documentary management and requests for action (receipt, processing, follow-up and categorising of documents, minutes and correspondence; archiving);
- manage files and contribute to the updating of webpages.

1. SELECTION CRITERIA

To be eligible to take part in this selection procedure, candidates must, on **FEB 08 2016**, the closing date for applications, meet the following conditions:

a) ELIGIBILITY CRITERIA:

- be a national of a Member State of the European Union;
- qualifications: post-secondary education of at least one year, attested by a diploma confirming the completion of appropriate studies,

or

secondary education attested by a diploma giving access to post-secondary education, and at least three years appropriate professional experience;

- professional experience: in addition to the abovementioned qualifications and professional experience, candidates should have four years' appropriate professional experience (full-time);
- language skills: a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the European Union;
- excellent knowledge of office tools (Word, Excel and e-mail) and IT programs.

b) DESIRABLE SKILLS:

- to address the needs of the services, an excellent knowledge of English or French and a satisfactory knowledge of the other language (both written and oral);
- professional experience gained working for a European or international organisation;
- a sound knowledge, supported by practical experience, of the EU Financial Regulation.

c) PERSONAL SKILLS:

- excellent organisational and planning skills;
- oral and written communication skills;
- good interpersonal skills, team spirit and service culture;
- a sense of responsibility, respect for confidentiality/discretion;
- ability for logical thinking, multi-tasking, being methodical and taking initiative;
- precision, flexibility, availability, efficiency and punctuality;
- ability to assist others and work under pressure, as well as to learn and adapt to new developments in the IT environment.

These skills will be assessed in the Selection stage (point 2.b).

2. SELECTION PROCEDURE

a) PRE-SELECTION STAGE

The pre-selection stage will be in two parts:

- the first will be based on the above-mentioned Eligibility criteria (point 1.a), and is aimed at establishing whether candidates meet all the mandatory eligibility criteria and all formal requirements laid down in the application procedure. Candidates who do not meet these requirements will be excluded.
- in the second part, candidates' professional experience will be considered along with the other criteria listed under Selection criteria (point 1.b).
This part will be marked on a scale from 0 to 20 (pass mark: 12).

The Selection Committee will invite twenty-eight candidates with the best marks to the subsequent phase, the Selection stage, consisting of an interview and a written test.

b) SELECTION STAGE

The selection stage follows the procedure described below. There are two parts:

(i) A written test (in English or in French) consisting of:

- multiple choice questions aimed at assessing candidates' technical knowledge and ability for logical thinking. Time allowed: 20 minutes;
- a practical test aimed at assessing candidates' writing skills (particularly spelling, syntax and grammar). Time allowed: 90 minutes.

The written test will be marked out of 20: 6 points for the multiple choice questions and 14 points for the practical test (aggregate pass mark: 12).

Candidates may choose either French or English for the written test. Please note that candidates whose main language is French must sit the tests in English and those for whom English is the main language must sit the tests in French.

- (ii) An interview with the Selection Committee to assess candidates' ability to perform the tasks described above and the skills and abilities listed in 1.b and 1.c. The interview will be held on the same day as the written test, or on a day soon after. Time allowed: 45 minutes.

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

The tests will be held in Luxembourg.

After the written tests and interviews, the Selection Committee will draw up a reserve list in alphabetical order. The reserve list will contain the names of candidates who have obtained the minimum marks required in both tests (see points (i) and (ii)). Please note that inclusion on a reserve list does not guarantee recruitment.

Candidates invited to tests must submit, on the day of the interview, all relevant supporting documents relating to information entered on the application form. This includes copies of diplomas, certificates and other supporting documents that attest professional experience and clearly show start and end dates, the function and exact nature of tasks, and so on.

Before a contract can be concluded, a selected candidate will in any case have to provide the originals and certified copies of all relevant documents that attest the candidate's eligibility criteria.

The reserve list will be valid for twelve months from the date it is drawn up, and may be extended at the discretion of the Translation Centre's Appointing Authority.

3. RECRUITMENT

Depending on the budgetary situation, the selected candidate may be offered a three-year (renewable) contract in accordance with the conditions of employment of other servants of the European Communities. Depending on the level of confidentiality of the work carried out, the successful candidate may be asked to undergo security screening.

The successful candidate will be recruited into function group AST/SC, grade 2. The basic monthly salary for the grade (step 1) is EUR 2 717.87. In addition to the basic salary, there may be entitlements to various allowances, such as a household allowance, an expatriation allowance (16% of basic salary), etc.

Furthermore, to be eligible and before being appointed, the candidate must:

- be exempt from any military service prescribed by law;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)¹;
- undergo a medical examination as requested by the Translation Centre in compliance with Article 28(e) of the Staff Regulations of Officials of the European Union.

4. APPLICATION PROCEDURE

Candidates interested in this post must complete their online application before the expiry of the deadline.

We strongly advise that you do not wait until the last few days to apply. Experience shows that the system can become overloaded nearer to the closing date for applications, which may make it difficult to apply in time.

¹ provide an official certificate attesting that the candidate does not have a criminal record.

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 INTERESTS

Jobholders will be required to make a declaration of commitment to act independently in the public interest and to declare any interests that might be considered detrimental to their independence.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

Candidates who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding this decision from the Chair of the Selection Committee, instigate an appeal procedure or lodge a complaint with the European Ombudsman (see Annex 1).

REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION ABOUT THEM

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. By virtue of that right, candidates who so request may be provided with supplementary information relating to their participation in the selection procedure. Candidates must send such requests in writing to the Chair of the Selection Committee. The reply will be sent within one month of receipt of the request. Requests will be dealt with by 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 candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p.1). This applies in particular to the confidentiality and security of such data.

ANNEX 1 REQUESTS FOR REVIEW – APPEAL PROCEDURES– COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to selection procedures, please note that all the proceedings are covered by the confidentiality requirement laid down in the Staff Regulations. If you consider that your interests have been prejudiced by a particular decision, you can take the following action:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

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

The Chair of the Selection Committee CDT-AST/SC2-2015/03

Translation Centre
Bâtiment Drosbach
Office 3073
12E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 days from the date the letter notifying you of the decision was sent. The Selection Committee will reply as soon as is reasonably 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:

The Appointing Authority (Ref. CDT-AST/SC2-2015/03)

Translation Centre
Bâtiment Drosbach
Office 3073
12E, rue Guillaume Kroll
L-1882 Luxembourg

The period for processing these two types of procedures (see the Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15 - <http://eur-lex.europa.eu/oj/direct-access.html?locale=en>) commences on the date on which the applicant is notified of the act which they allege to have caused detriment. Please note that the Appointing Authority 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

- Like all citizens of the European Union, candidates can lodge a complaint with the:

European Ombudsman
1 avenue du Président-Robert-Schuman – BP 403
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 Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15). Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please also note that pursuant to Article 2(4) of Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, all complaints made to the Ombudsman must be preceded by the appropriate administrative approaches to the bodies concerned.