



Director

Luxembourg, 16 March 2020

## **NOTICE OF INTERNAL COMPETITION**

### **No CDT/CI/2020/01**

The Translation Centre is organising an internal competition, based on tests, to constitute a reserve list for permanent posts in the establishment plan (AD function group):

### **LINGUISTIC ADMINISTRATORS**

**IN FUNCTION GROUP/GRADE:**

**AD 6**

**AS TRANSLATORS WITH THE FOLLOWING MAIN LANGUAGE:**

**PORTUGUESE**

The Translation Centre applies a policy of equal opportunities which, in accordance with the Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or beliefs, political or other views, membership of a national minority, financial situation, birth, disability, age or sexual orientation. Any reference in this vacancy notice to a person of the male sex shall be deemed also to refer to a person of the female sex.



## **I. ELIGIBILITY**

The competition is open to all applicants who, on the final date for receipt of applications, meet the following conditions:

### **A. GENERAL CONDITIONS**

1. be an official, temporary agent or contract agent in function group IV (FGIV) of the Translation Centre as defined in Title 1 (General Provisions), Article 2 of the Conditions of Employment of Other Servants (CEOS) for temporary agents or Article 3a of the Conditions of Employment of Other Servants (CEOS) for contract agents;
2. have accrued at least three years' service at the Translation Centre as an official or a temporary agent or have accrued at least three years' service at the Translation Centre as a contract agent. The following periods of time cannot be included when calculating the number of years of service:
  - leave on personal grounds, secondment outside the institutions or agencies at own request and unpaid leave;
3. have one of the following administrative statuses: 'active' employment, leave for military service, parental leave or family leave, 'secondment in the interests of the service' or 'seconded at own request', in accordance with Article 35 et seq. of the Staff Regulations.

### **B. SPECIFIC CONDITIONS**

#### **1. Qualification**

Applicants must have:

- i) A level of education which corresponds to completed university studies of at least three years attested by a diploma.

#### **2. Professional experience**

Applicants must:

- subsequent to having obtained the qualification required under B.1., have acquired at least three years of professional experience related to the duties in question (see annex 1).

#### **3. Knowledge of languages**

Applicants must satisfy the following conditions:

- a) perfect command of the main language (Portuguese);
- b) excellent knowledge of the first source language (English);
- c) excellent knowledge of one of the following languages (second source language):  
French, German.



Applicants must indicate in point 7 of the application form their main language, their first source language English, under heading '1' and their compulsory second source language under heading '2'.

**The languages chosen cannot be changed after the deadline for registration.**

## **II. ADMISSION TO THE COMPETITION**

Applicants should follow the procedures specified and submit their application and supporting documents before the closing date for submission of applications. Applications will therefore be rejected at this stage if they:

- are sent after the deadline,
- are not submitted on the form specified,
- are not signed,
- do not include all the supporting documents proving the requirements in point I. A. points 1 and 2 and point I.B. points 1 and 2 above.<sup>1</sup>

The Selection Board will examine the applications and draw up a list of candidates who meet all the conditions in point I. These candidates will then be admitted to the tests.

Candidates will be informed personally of the Selection Board's decision regarding their admission to the tests.

## **III. REVIEW OF APPLICATIONS**

Applicants who are unsuccessful may request that their applications be reviewed. To do this they must send a letter to the Chair of the Selection Board, stating their case, within 10 working days of the date of dispatch of the letter notifying them of the decision.

## **IV. TESTS**

The competition will comprise a written test and an oral test.

### **A. WRITTEN TEST**

#### **1. Type of test and time allowed**

The written test consists of translating from the first source language, i.e. English, into the main language a general text chosen by the Selection Board. The use of dictionaries is permitted (non-electronic dictionaries to be brought to the test by the candidate). The aim of this test is to assess candidates' writing skills and their ability to translate from the first source language into the main language.

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<sup>1</sup> Candidates are strictly forbidden to make any contact, either directly or indirectly, with members of the Selection Board. Any violation of this rule will result in the candidate(s) concerned being disqualified from the competition.



The Selection Board will decide on the time allowed for the test and inform the candidates accordingly when they are invited to attend the written test.

2. Marks for the written test

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

B. ORAL TEST

Candidates who obtain the pass mark in the written test will be admitted to the oral test.

1. Type of test and time allowed

The oral test consists of an interview with the Selection Board intended to assess candidates' suitability to perform duties at AD level (including their language skills). Candidates will be assessed on their ability to discuss and comment on the written test. During the interview, the Selection Board may wish to verify statements made by candidates, particularly with regard to their diplomas, professional references and the skills required.

To complete their assessment of candidates' suitability for such posts, the Selection Board will also consider the information furnished by candidates, looking in particular at their experience of the tasks in the job description, training courses or any other information candidates wish to put forward in support of their application.

The Selection Board will decide on the time allowed for the test, and inform the candidates accordingly when they are invited to attend the oral test.

The oral test will take place on the date stated in the invitation letter. However, in exceptional circumstances the Selection Board may accept a change of date at the candidate's request, provided that this does not disrupt the competition process.

2. Marks for the oral test

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



## **V. RESERVE LIST**

The Selection Board will include on the reserve list all those candidates who obtain the pass mark in both tests. The reserve list will be drawn up in alphabetical order.

The Appointing Authority (AA) will select people from the reserve list to be appointed as officials to the relevant posts as and when the posts become available in the establishment plan. The reserve list will be valid until **31 December 2020** and may be extended.

## **VI. HOW TO APPLY**

Candidates can obtain the application form by requesting it in person from the Translation Centre's Human Resources section or by e-mail. Candidates must deliver their application to the Human Resources section by **17 April 2020 (17:00) at the latest**.

Applications received after the deadline for applications will only be accepted by the Selection Board:

- in the event that the candidate is absent from the Centre during the entire publication period for duly proven reasons of illness, maternity leave or mission;
- and provided that applications are delivered no later than five working days after the date on which the acknowledged cause of the delay ceases and, in any case, no later than 5 working days after the deadline for delivery of applications, **namely 24 April 2020 (17.00)**.

### **NOTA BENE:**

Candidates are requested to deliver their documents in person (or to have them delivered, at their own risk) to the Human Resources Section, at which time an acknowledgement of receipt will be issued. Applications may also be sent by post, in which case, they must be sent no later than the final date and time stated in the competition notice (as evidenced by the postmark).

## **VII. APPOINTMENT**

Candidates placed on the reserve list will be eligible only for appointment as probationary officials (AD6 Administrators). The classification will be fixed according to general implementing provisions concerning the criteria applicable to classification in grade and step on appointment or engagement.

Candidates who are successful in this competition must have, on the date they are appointed, active status at the Translation Centre.

The recruitment will be based on statutory provisions and budgetary availabilities.

Under Article 29(1)(b) of the Staff Regulations, officials may request a transfer at any time during their career to another institution or agency. However, candidates' attention is drawn to the fact that, in the interests of the service, newly recruited officials are transferred only in exceptional and duly justified cases during their first four years of service. Any such transfer is subject to the agreement of institution or agency that originally recruited the official and the institution or agency to which the official requests to be transferred.



## **VIII. GENERAL INFORMATION**

### **A. REVIEW – APPEAL – COMPLAINTS**

Candidates who consider that they have grounds for complaint concerning a particular decision may, at any point in the competition, request further details regarding said decision from the Chair of the Selection Board, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 3).

### **B. REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM**

Candidates involved in an internal competition have the specific right of access to certain information concerning them directly and individually. Candidates who so request may accordingly be provided with supplementary information relating to their participation in the internal competition. Candidates must send such requests in writing to the Chair of the Selection Board. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6).

### **C. PROTECTION OF PERSONAL DATA**

The Translation Centre (as the body responsible for organising the selection procedure) will ensure that applicants' personal data are processed as required by Regulation (EU) 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 L 295, 21.11.2018, p. 39). This applies in particular to the confidentiality and security of such data.

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

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



## **ANNEX 1**

### **DESCRIPTION OF THE POST TO BE FILLED**

CDT/CI/2020/01 – Linguistic Administrator (PT)

#### **Job description:**

Official responsible for translating and revising European Union documents, EU trade marks and Community designs in line with quality standards and the deadlines given:

- translating into the main language, from at least two official European Union languages, documents covering all the sectors in which the Translation Centre's clients are active, using the office automation and computer tools provided;
- translating, revising or proofreading texts, requiring for intensive and consistent work performed both independently and in a team, in a multicultural environment;
- checking translations, considering and inputting any changes needed when revising translations done by external translators to ensure that the final version is delivered on time and to a high standard;
- revising, proofreading and checking the accuracy of translations of EU trade marks and Community designs, finding and noting errors to ensure good quality feedback to external translators;
- reacting quickly to changes and keeping in touch efficiently with all the parties concerned;
- updating databases to reflect developments in the language in order to help maintain consistent quality and sharing knowledge;
- feeding translation memories;
- where necessary, undertaking other language-related tasks needed to achieve the department's mission;
- carrying out specific terminology and language concordance work;
- subtitling videos.



## **ANNEX 2**

### **SPECIFIC SKILLS**

**In addition to the specific conditions (see point I.B.), the following specific skills are requested:**

- very good knowledge of current computer tools, computer-assisted translation tools and linguistic databases used in translation work;
- very good knowledge of European Union terminology, and of grammar, syntax and technical vocabulary in the main language and the source languages;
- essential skills: good writing skills, ability to communicate clearly and easily in a professional environment, being a team player, capable of taking responsibility, thorough, willing, a good organiser, ability to coordinate work with other colleagues, ability to organise work and to manage priorities, methodical, ability to react quickly to unforeseen situations and to provide effective solutions, ability to work under pressure, to take in new information quickly, with an eye for detail and a thorough approach to work, ability to take the initiative and make proposals, with analytical and synthesising skills, capable of learning how to use and manage all the translation support tools, concentrated in work and willing to learn new languages to meet the Translation Centre's needs, able to make effective use of the traditional and electronic documentation and information tools supplied.

Specific skills will be verified and assessed during the oral and written tests, among others.



## **ANNEX 3**

### **REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

Since the Staff Regulations apply to this competition, please note that all the proceedings are covered by the confidentiality requirement laid down in Annex III to the Staff Regulations. If at any stage of this selection procedure, candidates consider that their interests have been prejudiced by a particular decision, they may take the following action:

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

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

**For the attention of the Chair of the Selection Board of competition CDT/CI/2020/01**

Translation Centre  
Bâtiment Drosbach  
Office 3076  
12 E, 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 Board will send a reply 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 Appointing Authority - CDT/CI/2020/01**

Translation Centre  
Bâtiment Drosbach  
Office 3076  
12 E, rue Guillaume Kroll  
L-1882 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287 of 29.10.2013, p.15 – <http://eur-lex.europa.eu/>) start to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless the rules which govern the proceedings of Selection Boards have clearly been infringed.



### **III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

- Applicants can make a complaint to 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 of 4 May 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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Please note also that, under Article 2(4) of the 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, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.