



Luxembourg, **MAR 20 2018**

**REF.:** **CDT-ACIII-2018/01**  
**GRADE:** **PUBLIC PROCUREMENT ASSISTANT**  
**DEPARTMENT:** **FG III**  
**PLACE OF EMPLOYMENT:** **ADMINISTRATION DEPARTMENT**  
**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. Since its establishment, the Centre's workload has increased considerably, and it now employs around 200 staff.

To meet the needs of the Administration Department, and more specifically the Legal Affairs Section, the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of a contract staff member as a public procurement assistant.

#### **NATURE OF THE TASKS**

Reporting directly to the Head of the Legal Affairs Section, the selected candidate will be responsible for performing the following tasks:

- Assist the Head of Section in those areas of responsibility relating to procurement management, particularly in the support fields, following the administrative procedures in force; help draft legal documents and put forward proposals for improvement in order to ensure efficient administrative follow-up and continuity of the various projects managed by the section;
- Assist with the management of the section's calls for tenders and following up its activities;
- Manage and follow up contracts ensuing from invitations to tender or other legal arrangements involving the Translation Centre;
- Enter contractual information in the databases and ensure the management thereof by checking the consistency of financial information and synchronisation between the various databases in order to keep them updated;

- Perform support activities, including advice within the Centre on section related activities; taking delivery, checking and processing of administrative documents; dealing with various external partners to facilitate the handling of files; drafting the section's general correspondence (letters, notes, minutes, certificates, etc.) to contribute to the smooth functioning of the service; registering incoming and outgoing mail; classifying and archiving various documents (correspondence, contracts, amendments, tenders, etc.).

#### **1. SELECTION CRITERIA:**

To be eligible to take part in this selection procedure, the applicant must, on .....**APR..2.0..2018**..... 2018, the closing date for applications, meet the following requirements:

##### **a) ELIGIBILITY CRITERIA:**

- be a national of one of the Member States of the European Union;
  - qualifications: have post-secondary education attested by a diploma,
- or

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

- language skills: a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another official language of the Union to the extent necessary for the performance of the duties.

##### **b) ESSENTIAL TECHNICAL COMPETENCES:**

- Since obtaining the above-mentioned qualifications and professional experience, applicants must have gained at least three years' full-time professional experience, of which at least 12 months were spent in a similar position (see the nature of the tasks specific to the post).

##### **c) DESIRABLE TECHNICAL COMPETENCES:**

- very good knowledge of French or English and a satisfactory knowledge of English or French (spoken and written);
- professional experience gained working in a European or international organisation;
- professional experience regarding European regulations in the field of public procurement, knowledge of legal vocabulary;
- excellent knowledge of IT tools (Excel, Word, PowerPoint, etc.).

##### **d) ESSENTIAL NON-TECHNICAL COMPETENCES:**

- Written and oral communication: good drafting and summarising skills; ability to communicate well at all levels (internal and external) and in a multilingual environment.
- Interpersonal skills: ability to work individually and collectively in a team.
- Sense of responsibility: discretion, confidentiality, precision, efficiency, availability and punctuality.
- Organisational skills: ability to manage various tasks and to set priorities; methodical approach; ability to take initiative; versatility.

- Adaptability: ability to help others and to work well under pressure; ability to upskill and adapt to developments.

These skills will be assessed at the written test and interview (see point 2(b)(i),(ii) below).

## **2. SELECTION PROCEDURE:**

### **a) PRE-SELECTION STAGE:**

The pre-selection stage will be carried out in two parts:

- the first part will be based on the above-mentioned eligibility criteria (point 1.a), and is intended to establish whether the applicant meets all the mandatory eligibility criteria and all formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.
- the second part will take into consideration professional experience and other points indicated under 'Essential technical competences' (point 1.b). This part will be marked on a scale from 0 to 20 (pass mark: 10).

The Selection Committee will invite for a written test and an interview the 10 applicants who pass the pre-selection stage and obtain the best marks.

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

The selection stage follows the procedure described below. It will be carried out in two parts:

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

- 15 multiple-choice questions to assess applicants' knowledge in the field of public procurement. Time allowed: 30 minutes.
- A case study to assess applicants' writing skills, analytical skills and knowledge in the field of public procurement. Time allowed: 1 hour and 30 minutes.

The written test will be marked out of 20, comprising 10 points for the multiple-choice test on the field of public procurement and 10 points for the case study (aggregate pass mark: 12).

Applicants may choose either English or French for the written test. Please note that applicants whose main language is French must sit the tests in English and those with English as their main language must choose French.

#### **(ii) An interview with the Selection Committee to assess applicants' ability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and their competences listed under points 1.b, c and d.**

The interview will take place on the same day as the written test or the following day(s).

Time allowed: approximately 40 minutes.

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

The written test and the interview will take place in Luxembourg.

Once the written test and the interview have been marked, the Selection Committee will draw up a reserve list with the successful applicants in alphabetical order. Successful applicants are the applicants with both an aggregate pass mark in the written test and a pass mark in the interview (see points (i) and (ii)). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

Those applicants who are invited to the tests must submit, on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other supporting documents proving their qualifications and professional experience and clearly showing start and end dates, the function and exact nature of their duties, etc.

However, before a contract can be concluded, the selected applicants will have to provide the originals and certified copies of all relevant documents proving eligibility criteria.

The reserve list will be valid for 12 months from the date of its establishment and may be extended at the discretion of the Translation Centre's Authority authorised to conclude contracts of employment.

### **3. RECRUITMENT:**

Depending on the budgetary situation, the successful applicant may be offered a two-year contract (renewable) in accordance with the Conditions of Employment of Other Servants of the European Union. Subject to the level of confidentiality of the work carried out, the successful applicant may be required to apply for security clearance.

The selected applicants will be recruited in the function group III. The basic monthly salary for the grade 8 (step 1) is EUR 2659.17. In addition to the basic salary, members of staff may be entitled to various allowances, such as a household allowance, an expatriation allowance (16% of basic salary), etc.

In addition, in order to be eligible and before being appointed, the selected applicant must:

- have fulfilled any obligations imposed on them by law concerning military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)<sup>1</sup>;
- undergo a medical examination arranged by the Translation Centre in order to satisfy the requirements of Article 28(e) of the Staff Regulations of Officials of the European Union.

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

Interested applicants must complete their online application before expiry of the deadline.

We strongly advise applicants not to wait until the last few days to apply. Experience has shown that the system may become overloaded closer to the closing date for applications. It may therefore prove difficult to apply in time.

---

<sup>1</sup> Applicants must provide an official certificate confirming that they do not have a criminal record.

## **EQUAL OPPORTUNITIES**

The Translation Centre is an equal opportunities employer and recruits applicants irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, marital status or family situation.

## **INDEPENDENCE AND DECLARATION OF INTEREST**

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests that might be considered prejudicial to his/her independence.

## **5. GENERAL INFORMATION:**

### **REVIEW – APPEAL – COMPLAINTS**

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

### **REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM**

Applicants involved in a selection procedure have the specific right of access to certain information concerning them directly and individually. Applicants who so request may accordingly be provided with supplementary information relating to their participation in the selection procedure. Applicants must send such requests in writing to the Chair of the Selection Committee within a month of being notified of their results in the selection procedure. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Committee proceedings, under 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 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 (Official Journal of the European Union, L 8 of 12.01.2001).

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

Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. If at any stage of this selection procedure applicants 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:

**The Chair of the Selection Committee CDT-ACIII-2018/01**

Translation Centre  
Bâtiment Drosbach  
Office 3076  
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 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:

**The Authority authorised to conclude contracts of employment**

**CDT-ACIII-2018/01**

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

The time limits for initiating these two types of procedure (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>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority authorised to conclude contracts of employment does not have the power to amend the decisions of a Selection Committee. The Court 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 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, 4.5.1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 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.

---