



REF: CDT-AD6-2020/04
IT DEVELOPMENT COORDINATOR (M/F)

GRADE: AD 6
DEPARTMENT: IT DEPARTMENT
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's workload has increased considerably since it was set up, and it now employs about 200 staff.

To meet the needs of the **IT Department**, and in particular the Development Section, the Translation Centre is running a selection procedure in order to draw up a reserve list of a maximum of 10 candidates for the recruitment of temporary agents in accordance with Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹.

The IT Department is made up of approximately 40 people. The Development Section has 13 members. The section designs, creates and maintains the internal IT applications required for the proper functioning of the Centre. Since 2013, the section has decided to organise its development phases by adopting the 'Agile' approach with the implementation of 'Scrum' methodology, centred around Microsoft's Azure DevOps Server.

NATURE OF TASKS

Reporting directly to the head of the Development Section, the successful applicant will have the following tasks:

¹ The same reserve list may be used for the recruitment of temporary agents referred to in Article 2(b) of the Conditions of Employment of Other Servants of the European Union.

- Assisting the line manager: assisting or replacing, as appropriate, the Head of Section in the areas of responsibility related to IT development, following the relevant administrative procedures; helping to prepare the work programme; maintaining the section's contacts with other departments at the Centre and with staff, bodies and individuals outside the Centre; attending meetings of various committees and/or working groups in which the section takes part and drafting documents ensuing from these meetings; assisting in drawing up any other documents the section considers useful and proposing improvements to ensure that the section's various projects are correctly documented and run smoothly.
- Other management and monitoring activities
 1. Projects: taking responsibility for the deliverables of an IT project (project plan, risk management, problem management, management of change during the project, quality management, meeting minutes and follow-up report); managing, coordinating and supervising the activities of the project team, which is made up of developers and testers; ensuring that project objectives are achieved while complying with quality criteria and time and cost constraints; monitoring system tests, technical monitoring of production set-up; communicating and preparing project progress reports for the requester of the project and all stakeholders; reviewing implementation of the project;
 2. Developments: carrying out or overseeing the studies and analysis needed for application development, to ensure reliable applications tailored to the needs of the Centre; coordinating decisions made regarding architecture and technology; checking implementation of technical decisions, decisions concerning architecture and any other applicable standard, in particular as regards security of applications and data; ensuring availability and updating of technical documentation as regards the roll-outs developed by the section. Coordinating roll-outs with the other parties concerned;
 3. User support: overseeing second-level user support to help ensure a high level of support quality; implementing or overseeing the improvements necessary to reduce support costs for existing applications.
- Other support activities: contributing to innovation by developing work methodologies and improving development coordination.
- Interinstitutional relations: assisting or replacing the Head of Section during meetings to represent the Centre in interinstitutional activities relating to the development and integration of CAT (Computer-Assisted Translation) tools and participating in information sharing to help streamline resources and harmonise methods, thereby benefiting from the experience gained by other organisations or services.

1. GENERAL CONDITIONS AND QUALIFICATIONS

To be eligible to take part in this selection procedure, the applicant must, on **08/02/2021**, the closing date for applications, meet the following conditions:

a) ELIGIBILITY CRITERIA:

- be a national of a Member State of the European Union;
- have a level of education which corresponds to completed university studies of at least 3 years, attested by a diploma²;
- have at least 3 years' proven professional experience, gained after obtaining the diploma certifying completion of the above required level of study;

² Only diplomas and certificates issued in EU Member States or having a corresponding certificate of equivalence issued by the authorities in those States will be taken into consideration.

- language skills: have 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, to the extent necessary for the performance of duties.

b) SPECIFIC CONDITIONS:

- have completed the relevant studies in IT, attested by a diploma;
- have at least 1 year's proven professional experience in the development of IT applications for supplying and managing translation services and orchestrating CAT tools (translation memories, translation editor, etc.);
- have at least 2 years' proven professional experience in
 - developing the application C# .Net-Angular;
 - developing web APIs (SOAP, REST);
 - using at least one ORM (Object-Relational Mapping) technique;
 - writing SQL queries;
- have a good knowledge of English (level B2³);

c) REQUIRED SKILLS:

- at least 1 year's professional experience in an EU institution, agency or body or an international organisation;
- very good knowledge of Scrum methodology;
- competent in JavaScript/JQuery;
- competent in nHibernate;
- competent in Oracle-PL/SQL;
- competent in SqlServer;
- knowledge of SDL WorldServer/SDL Studio;
- knowledge of Azure DevOps and Build and Release management;
- good knowledge of French (level B2);
- good knowledge of a third official language of the European Union;

d) ESSENTIAL NON-TECHNICAL SKILLS:

- Written and oral communication: drafting skills, summarising skills and ability to communicate in the relevant foreign languages.
- Interpersonal skills: ability to work in a team, to communicate well at all levels (internally and externally) and to work in a multilingual environment.
- Sense of responsibility: discretion, respect for confidentiality, attention to detail, availability, efficiency and punctuality.
- Organisational skills: ability to manage various tasks and to set priorities; methodical approach; ability to take the initiative; versatility.
- Adaptability: the ability to assist others and to work under pressure, the ability to learn and to adapt to new developments in the IT environment.

³ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

These essential non-technical skills will be assessed by means of written tests and an interview (see point 2(b)(i) and (ii)).

2. 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 1(a)) 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 1(b), 'Specific conditions'. This stage will be marked on a scale from 0 to 20 (pass mark: 12).

The Selection Committee will invite the 10 applicants who have passed the pre-selection stage and achieved the highest scores to take a written test and attend an interview.

b) SELECTION STAGE:

The selection stage will follow the procedure described below. It will consist of two tests:

(i) A written test (in English or in French), which will consist of:

- A computer-based practical test to assess applicants' knowledge of application development activities in the fields mentioned in points 1(b) and 1(c).

Duration of written test: 2 hours

The written test will be assessed on an anonymous basis and will be marked out of 20 (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 written test 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. More particularly, the interview will also assess applicants' specialist knowledge and the skills listed in points 1(b), 1(c) and 1(d).

The interview may take place on the same day as the written test, or on one of the following days.

Interview duration: about 40 minutes.

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

The tests will be held in Luxembourg. In the event of force majeure, the tests will be held remotely. Applicants invited to sit the tests will receive all the relevant information in due course.

After the written test and the interview have been marked, the Selection Committee will draw up a reserve list of the successful applicants in alphabetical order. Successful applicants will be those who have achieved the total pass mark required in the written test and the pass mark in the interview (see points (i) and (ii)).

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

Applicants invited to take the written test and to attend the interview must, on the day of the interview, provide relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other documents attesting to their professional experience and clearly showing start and end dates, the position held, the exact nature of their duties, etc. If the tests are held remotely, applicants may send a copy of the supporting documents requested above by email to E-Selection@cdt.europa.eu

Before any contract is signed, successful candidates must, however, submit the originals and certified true copies of all relevant documents to prove that they meet the 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 empowered to conclude contracts of employment.

3. RECRUITMENT

Depending on the budgetary situation, the selected candidate may be offered a 3-year contract (renewable) in accordance with the Conditions of Employment of Other Servants of the European Union. If the level of confidentiality of the work carried out so requires, the selected candidate may need to request security clearance.

The successful candidate will be recruited to Function Group/Grade AD6. The basic monthly salary for grade AD6 (step 1) is EUR 5 563.58⁴. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, an expatriation allowance (16 % of the basic salary), etc.

Furthermore, to be eligible, and prior to appointment, the selected candidate must:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)⁵;
- undergo a medical examination as requested by the Translation Centre in compliance with Article 12(2) of the Conditions of Employment of Other Servants of the European Union.

4. APPLICATION PROCEDURE

Interested applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US) before the deadline.

Applicants must also attach to their application in Systal an electronic version of the documents proving they meet the eligibility criteria. Please note that failure to submit these documents will result in your application being rejected.

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.

EQUAL OPPORTUNITIES

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

INDEPENDENCE AND DECLARATION OF INTEREST

The successful applicant will be required to make a declaration whereby he or she undertakes to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting his or her independence.

⁴ Basic monthly salary valid from 1 July 2020. In addition to this basic monthly salary, temporary agents may be eligible for various allowances depending on their personal situation.

⁵ Applicants must provide an official certificate confirming that they do not have a criminal record.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINT

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

REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in selection procedures have the specific right of access to certain information concerning them directly and individually. By virtue of that right, supplementary information concerning their participation in the selection procedure may be supplied to applicants on request. Applicants must submit their request in writing to the Chair of the Selection Committee within 1 month of notification of the results obtained in the course of the selection procedure. They will receive a reply within 1 month. Requests will be dealt with in keeping with the confidential nature of Selection Committee proceedings, in accordance with the Staff Regulations.

PERSONAL DATA PROTECTION

The Translation Centre (as the body responsible for organising the selection procedure) will ensure that applicants' personal data is processed in accordance with Regulation (EU) No 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 2018 L 295, p. 39). This applies in particular to the confidentiality and security of such data.

Applicants have the right of recourse to the European Data Protection Supervisor at any time (edps@edps.europa.eu).

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

ANNEX 1 REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

The Staff Regulations are applicable to selection procedures and, therefore, all procedures are confidential. If, at any time during the selection procedure, applicants believe that their interests have been prejudiced by a particular decision, they have the following means at their disposal:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

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

The Chair of the Selection Committee CDT-AD6-2020/04
Translation Centre
Bâtiment Drosbach
Office 3077
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 Committee will reply as soon as possible.

II. APPEALS

Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, addressed:

For the attention of the Authority Empowered to Conclude Contracts of Employment
CDT-AD6-2020/04
Translation Centre
Bâtiment Drosbach
Office 3077
12 E, rue Guillaume Kroll
L-1882 Luxembourg

For these two types of procedure, the deadlines specified by the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ 2013 L 287, p. 5 – <https://eur-lex.europa.eu/legal-content/FR/TXT/?qid=1584607571171&uri=CELEX%3A32013R1023>) start to run from the date on which applicants are notified of the act allegedly prejudicing their interests.

Applicants should note that the authority empowered to conclude contracts of employment 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 courts unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Applicants may address their complaint to the:

European Ombudsman
1 avenue du Président-Robert-Schuman – BP 403
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 the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (94/262/ECSC, EC, Euratom) (OJ 1994 L 113, p. 15).

Applicants should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 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. Applicants should 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, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.