



Director

Luxembourg, 21 September 2017

VACANCY NOTICE No CDT/02/17

It is hereby brought to the attention of the staff of the EU institutions that a post in AST function group has become vacant in the **director's office at the Translation Centre**.

This vacancy notice is published pursuant to Article 29(1)(b) of the Staff Regulations (transfers of officials of the institutions and agencies of the European Union, officials being as defined in Article 1(a) of the aforementioned Staff Regulations).

The place of employment is Luxembourg.

The Translation Centre is an agency of the European Union established in 1994. The dual mission of the Centre is set out in its Founding Regulation. Its primary mission is to provide translations and related language services to the EU institutions, agencies and bodies. Its secondary mission is to contribute to rationalising the use of resources and harmonising procedures in the field of EU translation through interinstitutional cooperation.

The Translation Centre wishes to recruit an assistant to the director, with responsibilities for planning, managing and generally coordinating the Centre's activities in order to optimise the operations of the decision-making bodies (i.e. the director and the management board).

The duties for this post are as per the **job description** below:

1. Planning and coordination: assisting and facilitating decision-making by the director in the areas of responsibility; contributing to the preparation of the Centre's strategic documents; assisting in identifying and setting the Centre's objectives and in implementing and evaluating the progress of those objectives in order to ensure the follow-up of decisions taken by the director and by the management board.
2. Management of the director's dossiers: coordinating and managing horizontal projects; monitoring the progress of dossiers in accordance with the regulations and within the set deadlines in order to optimise the operations of the director's office.
3. Management of the director's secretariat: organising work based on set targets to optimise the operations of the secretariat; coordinating the team to maximise its potential and motivate it to achieve targets; helping to establish the training needs and the appraisals of team members; identifying personnel requirements to ensure an efficient structure and a staff complement that is competent, satisfied and able to effectively carry out their duties.
4. Secretary to the Centre's management board: assisting the director with preparations for meetings of the Centre's management board and following up on decisions; organising the activities of the management board; drafting decisions; ensuring compliance with the relevant regulations; liaising with the chair, members and working groups; ensuring the horizontal coordination of dossiers dealt with by the management board in order to optimise the operations of the Centre's decision-making bodies.
5. Communication: preparing various types of reports, regulations, minutes, correspondence; organising and attending meetings; gathering and processing varied information; planning and supervising the analysis, design and use of communication tools for the management board (website); circulating information on the work of the management board and the director's office internally and externally in order to help promote the Centre.
6. Budget management: planning and managing financial dossiers in accordance with the regulations and in line with the principle of sound financial management.
7. Management of the Centre's documents: designing a policy for managing the Centre's documents, including the implementation and updating of the policy with the support of an interdepartmental group; designing an organisational structure and providing information on training needs in order to ensure appropriate and uniform implementation by departments and an effective policy for public access to documents.
8. External relations: representing the Centre in committees and working groups; supervising and coordinating requests for information from the public; supervising the production, printing and circulation of publications; helping to promote the Centre in order to improve its image and increase its visibility.

Professional experience and technical skills required:

- Five years relevant experience in an EU institution or body or in an international organisation.
- Languages:
 - thorough knowledge of an official EU language;
 - satisfactory knowledge of another official EU language.
- Other knowledge:
 - proficiency in commonly used IT tools;
 - a general understanding of how the EU institutions and bodies operate;
 - familiarity with communication tools and media.

Non-technical skills:

- Communication skills: ability to interact at all hierarchical levels and in a multicultural environment; capacity for internal and external cooperation; ability to organise meetings; excellent writing skills.
- Organisational abilities: ability to judge the importance of different tasks/requests and to establish priorities; ability to coordinate multiple activities; methodical approach; ability to take the initiative; versatility.
- Management skills: ability to motivate a team; encourage it to achieve set goals and develop its potential.
- Sense of responsibility: ensure that targets are met in accordance with the priorities set; address poor performance.
- Adaptability: open-mindedness and willingness to take on new responsibilities.

Desirable skills:

- Practical knowledge and experience of coordinating and managing horizontal projects.
- Practical knowledge and experience of document management (policy and practical application).
- For service reasons, very good knowledge of and communication skills in either French or English, and good knowledge of and communication skills in the other language.

ELIGIBILITY AND SUBMISSION OF APPLICATIONS

ONLY OFFICIALS OF THE EUROPEAN UNION INSTITUTIONS AND AGENCIES CURRENTLY GRADED IN THE FUNCTION GROUP AND AT ONE OF THE GRADES OF THE POST ON OFFER MAY APPLY FOR THE POSITION.

If you are interested in applying, please send your application to the address below by the deadline indicated in the vacancy notice. Your application must be accompanied by a cover letter, a detailed curriculum vitae, and a certificate attesting that you have the status of an official of the European Union and belong to at least the function group and have one of the grades mentioned in the vacancy notice.

Translation Centre for the Bodies of the European Union – Human Resources Section

(Ms Maša BOHNEC)

Ref: CDT/02/17

Bâtiment DROSBACH

12E Rue Guillaume Kroll

L-1882 LUXEMBOURG

APPLICATION DEADLINE: applications must be sent at the latest by **20 October 2017**.

Candidates are reminded that only applications sent by the deadline, as evidenced by the postmark, will be taken into consideration. We strongly recommend that applications be sent by registered post.

Candidates pre-selected according to the experience and skills required may be invited to attend an interview with the Selection Board and to undergo a skills assessment.

In employment matters, the Translation Centre applies an equal opportunities policy and accepts applications irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, marital status or family situation.

[Specific privacy statement for processing of personal data](#)