



The Acting Director

**Notice for the attention of the staff of the Translation Centre**

**Post advertised pursuant to Articles 4, 29(1)(a)(i)(ii) and 45(a) of the Staff Regulations**

**VACANCY NOTICE No CdT/09/2021 of 13 October 2021**

Deadline for applications: **27 October 2021 / 12.00**

Vacancy notice  
Brief description of tasks

Minimum qualifications required to apply:

(1) Be in the same function group and at one of the grades for the post (transfer).

or

Be in grade AST5 or upwards and having successfully passed the certification procedure provided for in CT/CA-070/2011<sup>1</sup>.

(2) Knowledge and skills relating to the duties to be performed.

To apply:

Interested **officials** are requested to apply through Systal

([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true))<sup>2</sup> **within the deadline.**

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<sup>1</sup> Decision of the Translation Centre for the bodies of the European Union laying down the rules for implementing the certification procedure

<sup>2</sup> Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

The Translation Centre is seeking to recruit an **Assistant to the Director**.

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

**Job description:**

1. **Advisory role to the Director**: assist the Director in his/her tasks related to the organisation and management of the Centre; contribute to the realisation of the strategic documents of the Centre; assist in the identification and fixing of the Centre's objectives, monitoring the progress and achievement of objectives in order to follow up on the decisions taken at the Management Board level; facilitate the approval of the documents submitted to the Director and support the assessment of the options presented by the Departments/Sections; management of files and coordination of the drafting of documents;- Coordinate and supervise the preparation of all types of correspondence, reports, and minutes; ensure the organisation and participation in meetings, monitor the progress of cases within the prescribed deadlines in order to allow optimal functioning of the Director's office and help in decision-making; coordinate the preparation of briefing material before meetings with external parties, as well as debriefing after the meetings, when necessary; contribute with drafting suggestions to documents presented by the Departments/Sections; establish and maintain good working relationship with external parties (EU institutions and other bodies, EU agencies and EU agencies network coordination, authorities of Luxembourg, other relevant organisations) on relevant level.
2. **Advisory role to the services and secretariat to the Management Board**: establish and maintain instruments to enhance 'client focus' approach at the Centre; advise and support the services in applying and further improving 'client focus' approach; coordinate the activities and ensure the efficiency of the Director's Office secretariat; organise and manage the activities of the Management Board (meetings, written procedures, Management Board website, etc.), ensure relations with the members, prepare and coordinate with the management and the departments concerned the files to be submitted to the Management Board; ensure the follow-up of the decisions in order to guarantee an optimal functioning of the Management Board; facilitate the dissemination of the relevant decisions of the Management Board, including ensuring their publication on the CdT website and Intranet.
3. **Monitoring and controlling role**: support the Director in the execution of his/her tasks, including in accordance with the internal control framework; use, and promote the use of, consistent project and activity monitoring approach to ensure up-to-date management information and early warning mechanism; coordinate or manage, when requested by the Director and the management, cross-entity projects and activities; document management at the level of the Director's office and replacement of the DMO at the Centre.

**Professional experience and technical skills required:**

- Appropriate professional experience in an international organisation, public body or multinational corporation with conceptual, analytical or managerial duties;
- Excellent command of English or French (level C1 or higher), and a very good knowledge of at least one other official language of the European Union (level B2 or higher)<sup>3</sup>;

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<sup>3</sup> Levels defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- Advanced digital skills;
- Excellent knowledge of the Founding Regulation of the Translation Centre;
- Knowledge of the Staff Regulations and the Conditions of Employment of Other Servants, the Financial Regulation and/or documents with a strategic dimension (e.g. Centre's Strategy, Budget, Single Programming Document, Consolidated Annual Activity Report etc.) and experience with the adoption process of the Staff Regulations Implementing Rules.

**Non-technical skills:**

- Confidentiality: respect instructions and contribute to the implementation of the legal framework concerning confidentiality at the Centre;
- Efficiency and organisation: be able to plan and execute work autonomously and proactively, prioritise work for him/herself and the other members of the team, be able to work under stress and meet tight deadlines;
- Flexibility and adaptability to the needs of the service: be able to adapt to changing work environments and tasks;
- Team spirit: be able to lead a team and ability to work in a multicultural environment;
- Reliability: carry out work in a competent way with attention to detail.

**Advantageous professional experience and technical skills:**

- Experience in management relations with high level external stakeholders and in arranging high level meetings;
- At least one year of experience in a team leader or coordinating role.

**Selection:**

The Head of Administration Department shall examine all applications fairly. Applicants will be judged on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All candidates regarded by the Head of Administration Department as likely to be selected may be invited for interview.

The Head of Administration Department shall draw up a report on the results of the procedure including, where appropriate, any observations and his choice of candidate. The report shall be sent to the Appointing Authority for a final decision.

**Application procedure:**

Applicants must complete their online application in Systal ([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)), within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)