



Notice for the attention of the staff of the Translation Centre
Post advertised pursuant to Articles 4 and 29(1)(a)(i) of the Staff Regulations

VACANCY NOTICE No CdT/02/2026 of 10 March 2026

Deadline for applications: **10 April 2026 / 23.59**

Vacancy notice
Brief description of tasks

Minimum qualifications required to apply for a transfer:

- (1) Be in the same function group and at one of the grades for the post (transfer)
- (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/?!set=en_US) **within the deadline.**





ADMINISTRATOR (AD8-AD12)

TRANSLATION CENTRE

REF. POST: CDT/02/2026

The Translation Centre is seeking to recruit **Heads of Language Section**.

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

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during the interview.

ESSENTIAL SKILLS:

- Professional experience or very good understanding related to the nature of the tasks (see description in Annex 1).
- Professional experience required:
 - very good knowledge of the general management and core business of the Translation Centre as well as understanding of the services underlying and supporting the translation process.
- Language skills:
 - very good knowledge of English (level C1 or above) and French (level B2 or above);
 - the knowledge of other EU languages is considered an advantage.
- Other skills:
 - leadership skills and ability to motivate and encourage people;
 - solid interpersonal and communication skills, both vertically and horizontally, including negotiation skills;
 - ability to liaise effectively with people at all levels of the organisation and externally;
 - strong sense of responsibility, discretion, confidentiality and initiative, as well as reliability and flexibility;
 - ability to prioritise tasks and work under stress in a multicultural environment;
 - open-mindedness, reliability, predictability and positive attitude;
 - understanding of the institutional landscape and the framework of the European Union;
 - excellent drafting skills and strong presentation skills.

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



ESSENTIAL NON-TECHNICAL SKILLS:

Collaboration: cultivating the ability to focus, align and build effective groups; willingness to share or partner with others and acknowledging the whole being greater than the sum of the parts;

Respect: treating colleagues, staff, and partners with respect and sensitivity; valuing diversity and drawing upon the different strengths, cultures, ideas, experiences and talents of people; providing equal and fair opportunities for employment, career development and learning, and giving a voice to every team member; ensuring a positive and energising work environment;

Integrity: being driven by one's commitment and not by personal gain or alliances with vested interests; protecting and promoting the reputation of the CdT; acting with honesty and integrity; not tolerating unethical behaviour and challenging it as a matter of personal responsibility, regardless of one's position in the organisation; maintaining high ethical standards and not abusing power of authority;

Self-development: taking initiative in learning and implementing new concepts, technologies and/or methods; committing to continually improving of one's own and the team's skills set by gathering new knowledge, skills and attitudes and by encouraging the team to develop on a continuous basis;

Change and innovation: having the ability to instigate needed change and to show a positive and open attitude towards change; understanding how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;

Client orientation: endeavouring to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance; serving both internal and external clients and build sustainable relationships.

Selection:

The Head of the Linguistic Services 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 Linguistic Services Department as likely to be selected may be invited for interview.

The Head of the Linguistic Services Department shall draw up a report on the results of the procedure including, where appropriate, any observations and their choice of the successful 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/?!set=en_US)¹, within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)

¹ Please note that although the information and questions in Systal are written in English, you may apply in English or in French.



ANNEX 1: JOB DESCRIPTION

The mission of the Head of the Language Section is to:

- Assist the Head of the Linguistic Services Department in effectively managing the language section.

Placed under the supervision of the Head of the Linguistic Services Department, this post includes the following responsibilities:

- HORIZONTAL COORDINATION

- Actively contribute to fostering a constructive and collaborating atmosphere within the Section and with other Sections and Departments;
- Identify training needs and collaborate with other relevant Sections to organise annual training sessions across various work areas to enhance the Language Section members' skills;
- Organise and participate in regular meetings with (various) groups to collect feedback for improvement in different work areas and address potential difficulties with relevant stakeholders (e.g., WMS, clients, etc.);
- Represent the Department in call for tenders, particularly for language services outsourcing;
- Represent the CdT in various interinstitutional working groups and networks;
- Replace peer Heads of Language Sections in their absence.
- Contribute to the development of the strategic objectives of the Centre, by suggesting process optimisation actions in various areas, such as workload allocation and resource optimisation and to strategic documents (SPD, CAAR);

- TEAM COORDINATION

- Ensure the workload is fairly spread among language group members;
- Encourage staff in language groups to take initiatives and implement projects that help to achieve departmental and organisational objectives;
- Drive change by involving a maximum number of staff members, try experimental and creative ideas while allowing some room for mistakes and failure;
- Actively contribute to translating the organisational goals into practical projects by: (a) Gathering ideas and proposals to achieve strategic objectives (e.g. increasing efficiency, enhancing quality, etc.) by involving staff, peers and relevant colleagues in other Departments (OMD, CORP, IT and FIFA); (b) Designing relevant project proposals and monitoring and evaluating their implementation; (c) Monitoring the team performance and workload, providing indicators to identify areas for improvement;



- HUMAN RESOURCES MANAGEMENT

- Aim to get high engagement levels of the people in the Section;
- Take action to empower as much as possible colleagues in the Section and language groups; involve staff in ongoing projects and welcome their input, where appropriate facilitating their ideas become reality;
- Have an in-depth knowledge of Language Section members in order to be able to guide them in their mid- and long-term career plans, identifying talent, training needs, and fostering their ongoing career development;
- Set clear objectives and expectations in terms of output, behaviour and competency in the appraisal exercise and provide fair individual performance appraisals;
- Deal promptly and efficiently with underperformance, conflicts or any other staff issues;
- Contribute to performance management within the Section; Take part in selection procedures; Take part in audits.

- COMMUNICATION and PUBLICATION

- Advise the Head of Department on actions to take in the Section;
- Ensure ample opportunities are available to interact with the staff on both individual and collective basis; be available to Language Section members to address any issues they encounter promptly and effectively;
- Ensure positive communication channels are maintained with all relevant stakeholders (Section members, peers, key colleagues in other Departments, clients and Institutions);
- Ensure effective and regular communication with the Head of Department and within the group of Heads of Section.

- EVALUATION and QUALITY MANAGEMENT

- Coordinate the quality evaluation of the internal and external language services including the Corrected Version Requests (CVRs) received from clients;
- Keep oneself and the Section members up to date about new technological advancements and actively seek for possibilities to implement relevant technologies in cooperation with the other Sections and Departments concerned.