



Luxembourg, DEC 15 2017

REF. : CDT-AD5-2017/04
ESTONIAN TRANSLATOR
GRADE: AD5
DEPARTMENT: TRANSLATION – Finno-Ugric, Baltic and Slavonic 1 Language Group
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. Since its establishment, the Centre's workload has increased considerably, and it now has a team of around 110 translators.

In accordance with Article 11 of the decision of the Translation Centre laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under article 2(f), the Translation Centre is organising a selection procedure to establish a reserve list¹ for the recruitment of temporary staff as translators with Estonian as principal language ("principal language" means mother tongue or a language of which the applicants have an equivalent command). Their duties will include the translation of texts from English and other official languages of the European Union into Estonian and the revision of texts translated by external contractors into Estonian.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on the closing date for online applications, meet the following requirements:

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(a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;
- qualifications: have a level of education which corresponds to completed university studies of at least three years attested by a diploma²;
- knowledge of languages:
 - Language 1 (principal language): perfect command of Estonian,
 - Language 2 (first source language) : excellent knowledge of English, and
 - Language 3 (second source language): very good knowledge of French or German.

¹ The same reserve list may be used for the recruitment of temporary staff under article 2(b) of Conditions of Employment of Other Servants of the European Union.

² Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

(b) SPECIFIC COMPETENCIES AND SKILLS:

- since obtaining the abovementioned qualifications, applicants must have at least one year of full-time professional experience as a translator.

The following would be advantageous:

- satisfactory knowledge of Computer Aided Translation tools;
- knowledge of terminology management;
- good knowledge of at least one official language of the European Union other than languages 1, 2 and 3 (see point 1(a)) would be an asset (Bulgarian, Spanish, Czech, Danish, Greek, Irish, Croatian, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish);
- work experience as a translator for a European or international organisation.

2. SELECTION PROCEDURE:

(a) PRESELECTION STAGE:

The preselection 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 do so will be rejected.
- The second part will take into consideration professional experience and the points indicated under "Specific competencies and skills" (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 **20** applicants who pass the preselection 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 consisting of:

- a translation from English into the principal language (the use of non-electronic dictionaries to be brought to the test by the applicant is allowed) of a text of approximately 1500 characters (without spaces) to assess applicants' general aptitudes and language skills to the extent necessary for the performance of their duties, and the specific competencies with reference to their profiles. Time allowed: 2 hours.
- a revision of a text translated from English into the principal language (of approximately 3000 characters without spaces, the use of non-electronic dictionaries to be brought to the test by the applicant is allowed) to assess applicants' general aptitudes and language skills to the extent necessary for the performance of their duties, and the specific competencies with reference to their profiles. Time allowed: 1 hour.

The written test will be marked out of 20: 12 for the translation and 8 for the revision (aggregate pass mark: 12).

- (ii) An interview with the Selection Committee to assess the applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and their ability to work in a multicultural environment. The interview shall take place on the same day as the written test or the following day(s). Time allowed: 45 minutes.

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

The written test and the interview will be held 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 test must submit, on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, i.e. 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, successful applicants may be offered a three-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 selected applicant may be required to apply for security clearance.

The selected applicants will be recruited in the function group/grade AD 5. The basic monthly salary for the grade AD 5 (step 1) is EUR 4637.77. In addition to the basic salary, members of staff may be entitled to various allowances, such 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 the law concerning military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)³;
- 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 should complete their online application in time.

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.

³ 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 without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their 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 I).

REQUESTS FROM CANDIDATES 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 January 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).

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

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:
For the attention of the Chair of the Selection Committee CDT-AD5-2017/04
Translation Centre
Bâtiment Drosbach
Office 3076
12 E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 calendar days of the date of dispatch of the letter informing them 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:
For the attention of the Authority authorised to conclude contracts of employment
CDT-AD5-2017/04
Translation Centre
Bâtiment Drosbach
Office 3076
12 E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287 of 29.10.2013, p.15 – <http://www.europa.eu/eur-lex>) 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 (OL L 113 of 4 May 1994, p. 15).

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