



Luxembourg, 06/08/2019

REF: CDT-AST3-2019/06

ASSISTANT IN THE FACILITIES AND SECURITY GROUP

GRADE: AST3

DEPARTMENT: ADMINISTRATION

PLACE OF EMPLOYMENT: LUXEMBOURG

The Translation Centre for the Bodies of the European Union (the 'Translation Centre') was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its creation, the Centre's workload has increased significantly and it now employs around 200 people.

In order to respond to the needs of the Administration Department, and more specifically to those of the Facilities and Security Group, the Translation Centre is organising a selection procedure to draw up a reserve list for the recruitment of a temporary agent in the role of Business Continuity Coordinator and Health and Safety Officer ('travailleur désigné') for the Centre.

TASKS

- 1) Assisting the line manager: assisting the Head of the Facilities and Security Group in the daily management of the service; suggesting any improvements in the areas managed; coordinating and updating administrative documents and contributing to a good working environment and climate of trust in order to support ongoing improvement in the quality of the running of the service and the efficiency of the line manager.
- 2) Management and monitoring activities
 - o Business continuity:
 - Taking on the role of Business Continuity Coordinator: maintaining and reviewing plans, the business impact analysis, the risk assessment and the processes/procedures/operating methods for the BCMS; organising staff workshops and the annual test. Improving and adapting the BCMS in line with the Centre's strategy and customer requirements.

- Health and safety at work:
 - Taking on the role of Health and Safety Officer for the Centre: setting up an occupational health and safety policy in accordance with Luxembourg law; defining the guidelines for occupational health and safety; raising awareness among staff and management about hygiene and safety issues at work; maintaining a good relationship with other EU institutions and agencies and with the Luxembourg authorities on matters relating to hygiene and safety at work.
- Security:
 - Assisting the Head of Security in implementing, reviewing and monitoring the security policy at the Centre, bringing together key areas such as the overall security policy, physical security, security of the communication and information systems and security of the facilities.
- Environment:
 - Setting up and maintaining an environmental management system (EMAS) at the Centre in cooperation with the other European agencies and institutions, in accordance with the decisions issued by the Centre.

3) Other support activities

- Acting as a backup for the Head of Group by representing the Centre at interinstitutional meetings on physical safety and security, health, the environment and business continuity.
- Helping to prepare the group's processes and procedures and its document management.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on **05/09/2019**, the closing date for applications, meet the following conditions:

a) ELIGIBILITY CRITERIA:

- be a national of a Member State of the European Union;
 - qualifications: have a level of post-secondary education attested by a diploma,
- or
- a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' relevant professional experience;
 - professional experience: since obtaining the above-mentioned qualifications and work experience, candidates must have at least six years' full-time professional experience in relation to the role.
 - language skills: excellent knowledge of one of the official languages of the European Union and good knowledge of another official language of the European Union, to the extent necessary for the performance of duties.

b) **ESSENTIAL TECHNICAL SKILLS**

- For operational reasons, a very good knowledge of either French or English and excellent communication skills in one of these languages, as well as a good knowledge of and good communication skills in the other language.
- Very good knowledge of business continuity.
- Good knowledge of information security.
- Knowledge of the environmental management system.
- Project management skills.

c) **DESIRABLE TECHNICAL SKILLS**

- Knowledge of ISO 27000 information security standard.
- Knowledge of ISO 22301 'Lead implementer' business continuity standard.
- Knowledge of ISO 22301 'Lead implementer' business continuity standard.
- Knowledge of ISO 14001 environmental standard.
- Qualification in health and safety management or willingness to obtain a qualification in the area of occupational health and safety, in particular as a Group C health and safety officer.

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 and to communicate well at all levels (internally and externally).
- Sense of responsibility: discretion, respect for confidentiality, attention to detail, availability, efficiency and punctuality.
- Organisational skills: ability to manage different tasks and to set priorities, methodical and proactive approach, versatility, ability to manage and to organise the Group's correspondence and documents.
- Adaptability: ability to assist others and to work under pressure, ability to learn and to adapt to new developments in the IT environment.

These skills will be assessed by means of a written test and an interview (see point 2(b)(i) and (ii) below).

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 formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected;
- the second part will take into consideration professional experience and other aspects mentioned in point 1(b) ('Essential technical skills'). This part will be marked on a scale from 0 to 20 (pass mark: 10).

The **20 candidates** who pass the pre-selection stage with the best marks will then be invited to take a written test and attend an interview with the Selection Committee.

b) SELECTION STAGE

The selection stage will follow the procedure described below. It will be in two parts:

(i) a written test (in English or in French) consisting of:

- a multiple-choice questionnaire (15 questions) to assess applicants' knowledge in the field of the post advertised.
Duration: 30 minutes.
- a case study to assess applicants' written skills, analytical skills and skills in the field of the post advertised.

Duration: 1 hour and 30 minutes.

The written test will be marked out of a total of 20 points: 8 points are given to the multiple-choice questionnaire in the field of finance and 12 points to the case study (total pass mark: 12).

Applicants may choose either English or French for the written test. Please note that applicants whose main language is French must take the tests 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. The interview will also be an opportunity to focus particularly on applicants' specialist knowledge and their skills in the fields mentioned in points 1(b) and 1(c).

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 written test and the interview will take place in Luxembourg.

After the written test and the interview have been marked, the selection committee will draw up an alphabetical reserve list of applicants. 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 documentary evidence of the information stated on the application form, namely copies of diplomas, certificates and other documents proving their qualifications and attesting to their professional experience and clearly indicating the start and end dates, the position held, the precise nature of the tasks involved, etc.

Before any contract is signed, successful applicants 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 after the date on which it was drawn up and that period 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, selected applicants may be offered a three-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 be required to request security clearance.

Successful applicants will be recruited in function group/grade AST3. The basic monthly salary for grade AST3 (step 1) is EUR 3 739.68. In addition to the basic salary, staff members are entitled to various allowances, such as a household allowance, an expatriation allowance (16% of the basic salary), etc.

To be eligible, before being appointed the successful candidate must also:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)¹;
- undergo a medical examination as requested by the Translation Centre in compliance with Article 28(e) of the Staff Regulations of Officials of the European Union ('Staff Regulations').

4. APPLICATION PROCEDURE

Interested candidates must complete their online application form before the deadline.

We strongly advise applicants not to wait until the last few days to apply. Experience has shown that the system may become overloaded nearer to the closing date for applications, which may make it difficult to submit applications before the deadline.

¹ 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 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.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

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 Board, 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 one month of notification of the results obtained in the course of the selection procedure. They will receive a reply within one month. Requests will be dealt with in keeping with the confidential nature of Selection Committee proceedings, in accordance with 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 (EU) 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 L 295, 21.11.2018, p. 39). 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](#).

As the Staff Regulations apply to selection procedures, please note that all judicial proceedings are confidential. If, at any stage of the 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, stating your reasons, to:

The Chair of the Selection Committee CDT-AST3-2019/06

Translation Centre
Bâtiment Drosbach
Office 3076
12E, 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 PROCEDURES

- 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-AST3-2019/06

Translation Centre
Bâtiment Drosbach
Office 3076
12E, 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 L 287, 29.10.2013, p. 15 – <http://eur-lex.europa.eu/homepage.html>)] 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 the Selection Committee. The Court of Justice has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the EU courts unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- Applicants may file 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 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 L 113, 4.5.1994, 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. Please 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.