



Director

Luxembourg, 7 May 2025

## **NOTICE OF INTERNAL COMPETITION**

**No CDT/CI/2025/01**

The Translation Centre is organising an internal competition, based on tests, to constitute a reserve list for permanent posts in the establishment plan (AD function group):

### **HEAD OF SECTION**

**IN FUNCTION GROUP/GRADE:**

**AD 10**

**IN THE FOLLOWING DOMAIN:**

### **HUMAN RESOURCES AND STAFF SUPPORT SECTION**

The Translation Centre applies a policy of equal opportunities which, in accordance with the Staff Regulations, prohibits discrimination on any grounds such as gender, race, colour, ethnic or social origin, genetic features, language, religion or beliefs, political or other views, membership of a national minority, financial situation, birth, disability, age or sexual orientation. Any reference in this vacancy notice to a person of the male sex shall be deemed also to refer to a person of the female sex.



## I. ELIGIBILITY

The competition is open to all applicants who, on the final date for receipt of applications, meet the following conditions:

### A. GENERAL CONDITIONS

1. be an official or a temporary agent of the Translation Centre as defined in Title 1 (General Provisions), Article 2 of the Conditions of Employment of Other Servants (CEOS);
2. have accrued at least one year of service at the Translation Centre as an official or a temporary agent. The following periods of time cannot be included when calculating the number of years of service:
  - leave on personal grounds, secondment outside the institutions or agencies at own request and unpaid leave;
3. have one of the following administrative statuses: 'active' employment, leave for military service, parental leave or family leave, 'secondment in the interests of the service' or 'seconded at own request', in accordance with Article 35 et seq. of the Staff Regulations.

### B. SPECIFIC CONDITIONS

#### 1. Qualification

Applicants must have:

i) A level of education which corresponds to completed university studies of at least four years attested by a diploma.

or

ii) A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university is at least three years.

NB: The professional experience required under B.1 (ii) counts as part of your qualifications and may not be included in the number of years of professional experience required under 2 below.

#### 2. Professional experience

Applicants must:

- subsequent to having obtained the qualification required under B.1. i) or ii) and to having obtained the professional experience required under B.1. ii), have acquired at least twelve years of experience, of which one year of management experience in the area of Human resource management and of five years of experience relevant to the duties in question (see Annex 1).



### 3. Knowledge of languages

Applicants must satisfy the following conditions:

- a) Excellent command of English (level C1 and above) and very good command of French (level B2 or above<sup>1</sup>);
- b) The knowledge of other EU languages is considered an advantage<sup>1</sup>;

### 4. Non-technical skills required:

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.

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<sup>1</sup> Levels defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).



## II. ADMISSION TO THE COMPETITION

Applicants should submit their application 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> before the closing date for submission of applications. Applications will therefore be rejected at this stage if they:

- are sent after the deadline,
- are not submitted through Systal

The Selection Committee will examine the applications and draw up a list of candidates who meet all the conditions in point I. These candidates will then be admitted to the tests.

Candidates will be informed individually of the Selection Board's decision regarding their admission to the tests.

## III. REVIEW OF APPLICATIONS

Applicants who are unsuccessful may request that their applications be reviewed. To do this they must send a letter to the Chair of the Selection Board, stating their case, within 10 working days of the date of dispatch of the letter notifying them of the decision.

## IV. ORAL TEST

### A. Admission to the oral test

All candidates who meet the requirements set under point I are admitted to an oral test.

### B. Nature and duration of the oral test

The oral test consists of an interview with the Selection Board intended to assess candidates' suitability to perform at AD level the duties mentioned in Annex 1, the specific requirements set in Annex 2 and the domain of the post. This assessment will be based on the candidates' ability in verbal expression, reasoning and management. During the interview, the Selection Board may wish to verify statements made by candidates, particularly with regard to their diplomas, professional references and the skills required.

To complete their assessment of candidates' suitability for such posts, the Selection Board will also consider the information furnished by candidates, looking in particular at their experience in relation to the tasks listed in the job description, training courses or any other information candidates wish to put forward in support of their application.

The Selection Board will decide on the time allowed for the oral test, and inform the candidates accordingly when they are invited to attend the oral test.

The oral test will take place on the date stated in the invitation letter. However, in exceptional circumstances the Selection Board may accept a change of date at the candidate's request, provided that this does not disrupt the competition process.

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<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.



## 2. Marks for the oral test

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

The interview will be conducted for the most part in English and in French. Other languages may be tested according to the declaration on the knowledge of languages made by the candidates.

## V. RESERVE LIST

The Selection Board will include on the reserve list all those candidates who obtain the pass mark in the oral test. The reserve list will be drawn up in order of merit.

The Director will select candidates from the reserve list to be appointed as officials to the posts competed for, as and when posts become available in the establishment plan. The reserve list will be valid until **31 December 2025** and may then be extended.

## VI. HOW TO APPLY

Interested 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)) by **08/06/2025 (23:59) at the latest**.

## VII. APPOINTMENT

Candidates placed on the reserve list will be eligible only for appointment as probationary officials (AD10). The classification will be fixed according to general implementing provisions concerning the criteria applicable to classification in grade and step on appointment or engagement.

Candidates who are successful in this competition must have, on the date they are appointed, active status at the Translation Centre.

The recruitment will be based on statutory provisions and budgetary availabilities.

Under Article 29(1)(b) of the Staff Regulations officials may request a transfer at any time during their career to another institution or agency. However, candidates' attention is drawn to the fact that, in the interests of the service, newly recruited officials are transferred only in exceptional and duly justified cases during their first four years of service. Any such transfer is subject to the agreement of institution or agency that originally recruited the official and the institution or agency to which the official requests to be transferred.



## **VIII. GENERAL INFORMATION**

### **A. REVIEW – APPEAL – COMPLAINTS**

Candidates who consider that they have grounds for complaint concerning a particular decision may, at any point in the competition, request further details regarding said decision from the Chair of the Selection Board, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 3).

### **B. REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM**

Candidates involved in an internal competition have the specific right of access to certain information concerning them directly and individually. Candidates who so request may accordingly be provided with supplementary information relating to their participation in the internal competition. Candidates must send such requests in writing to the Chair of the Selection Board. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6).

### **C. PROTECTION OF PERSONAL DATA**

The Translation Centre (as the body responsible for organising the internal competition) 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.

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



## ANNEX 1: JOB DESCRIPTION

The mission of the Head of Human Resources and Staff Support Section is to:

- Assist the Head of the Corporate Department in managing the Human Resources and Staff Support section.

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

1. Assist his or her immediate superior:

- assist the Head of the Corporate Department in those areas of responsibility relating to the Human Resources and Staff Support section;
- ensure the section's contacts with the other sections and departments of the Centre;
- participate in the various committees and/or working groups in which the section is involved and draft any documents ensuing therefrom;
- help draft any other documents of use to the section and propose improvements for ensuring continuity of the department's various projects.

2. Team Coordination:

- prepare the work programme and the activity report for the section;
- identify and set the objectives of the section within an annual work plan;
- take the necessary steps to ensure a good working climate within the team so that it is mobilized to achieve the expected service objectives;
- organise and distribute work among agents for the execution of tasks, exercise leadership to generate and sustain motivation, provide coaching that maximizes potential;
- establish training needs and collaborate in the evaluation of team members in order to have an efficient organization and competent, satisfied and efficient staff for the execution of the section's tasks.
- assist the Head of the Corporate Department in those areas of responsibility relating to the Human Resources and Staff Support section;
- ensure the section's contacts with the other sections and departments of the Centre;
- participate in the various committees and/or working groups in which the section is involved and draft any documents ensuing therefrom;
- help draft any other documents of use to the section and propose improvements for ensuring continuity of the department's various projects.

3. Business Management and Planning:

- project and process management in the field of human resources: Ensure the implementation and monitoring of regulatory provisions, and activities related to human resources, in accordance with the principles established for the management of projects and process;
- recruitment and integration: identify and plan recruitment needs; supervise the organization of selection/competition procedures, advising the Selection Committees in order to contribute optimally to the process of searching for human/human adequacy/function in compliance with regulations;



- professional training: design, promote and facilitate the implementation of the training plan so that the Centre has efficient and competent staff;
  - administrative management of statutory staff: rigorously supervise all personnel administration (salaries, annual leave, social security, mission expenses, unemployment benefit, management of individual rights, establishment of classifications of future agents of the Centre, etc.).
4. Analysis and Advice:
- advise and give guidance to management, heads of departments and sections regarding the policy of human resources.
5. Budget and Finance:
- budget management: forecast, estimate, prepare and monitor the budget relating to the expenditure of the personnel in order to establish the future needs of the Centre and respect the limits of execution budgetary and in application of the principle of sound financial management.
6. Internal Communication (general):
- provide initiators and management with clear information on administrative, financial and strategy-related issues, including through the Intranet or ad hoc meetings, in order to communicate to them developments in this area, progress and results of the Section's activities.
7. Inter-Institutional Relations:
- liaise, as necessary, with the European Commission, the Court of Auditors and other stakeholders regarding the above tasks.





## ANNEX 2: SPECIFIC SKILLS

**In addition to the specific conditions (see point I.B.), the following specific skills are requested:**

### **Professional experience and technical skills required:**

➤ knowledge of the general management of the Centre as well as understanding of the services underlying and supporting the translation process;

### **Non-technical skills:**

- leadership skills and ability to motivate and encourage people;
- solid interpersonal and communication skills 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 and work under stress in a multicultural environment;
- open-mindedness, reliability, predictability and positive attitude.

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



## **ANNEX 3: REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

Since the Staff Regulations apply to this competition, please note that all the proceedings are covered by the confidentiality requirement laid down in Annex III to the Staff Regulations. If at any stage of this selection procedure candidates 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 Board of competition CDT/CI/2025/01**

Translation Centre  
Bâtiment Technopolis Gasperich  
Office 3077  
12 E, 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 Board 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 Appointing Authority - CDT/CI/2025/01**

Translation Centre  
Bâtiment Technopolis Gasperich  
Office 3077  
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://eur-lex.europa.eu/>) start to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless the rules which govern the proceedings of Selection Boards 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 – CS 30403

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 Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom (OJ L 253, 16.7.2021, p. 1–10).

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 note also that, under Article 2(3) of the Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.