



Luxembourg, 3 February 2026

NOTICE OF INTERNAL COMPETITION

NO CDT/CI/2026/01

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 8

IN THE FOLLOWING DOMAIN:

SPECIFIC WORKFLOWS AND TERMINOLOGY

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.





1. 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 have:

- 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 nine years of professional experience, of which one year in the area of management acquired in a European Union institution or international organisation and of relevance to the duties in question (see annex 1);



- 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;

3. Command 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 above¹);
- b) The knowledge of other EU languages is considered an advantage.

4. Technical skills required:

- Professional experience in the domain of workflow and translation technology management;
- Knowledge of terminology work and procurement procedures applicable to the Translation Centre.

5. Non-technical skills required:

CdT's core values, listed below, are essential to our organisation's success. Applicants are expected to embrace and incorporate them in day-to-day behaviour:

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;

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



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.

2. ADMISSION TO THE COMPETITION

Applicants should submit their application through Systal (https://aa251.referrals.selectminds.com/?!set=en_US)² 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 Board 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 Committee's decision regarding their admission to the tests.

3. 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.

4. 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 and the domain of the post. This assessment will be based on the candidates' ability in verbal expression, reasoning and management skills. 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.

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



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.

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.

5. 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 Appointing Authority (AA) will select candidates from the reserve list to be appointed as officials to the posts for which the competition is held, as and when posts become available in the establishment plan. The reserve list will be valid until the end of the year of its establishment and may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

6. HOW TO APPLY

Interested applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?!set=en_US) **by 09/03/2026 (23.59) at the latest.**

7. APPOINTMENT

Candidates placed on the reserve list will be eligible only for appointment as probationary officials (AD8). 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 status³ 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

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.



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.

8. 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 2).

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 the Specific Workflows and Terminology Section is to initiate, manage and generally coordinate activity falling under the remit of the Specific Workflows and Terminology Section, in line with the Centre's strategy and within the scope of the applicable rules and budgets.

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

- STRATEGIC ADVICE
 - Advise and give guidance to the Director, Heads of Department and Heads of section concerning operational and production aspects raising from the business needs of the Centre's stakeholders to facilitate informed decisions.
- HORIZONTAL COORDINATION
 - Manage the Section: assisting the Head of the Operations Management Department in tasks related to the Specific Workflows and Terminology Section;
 - Implement, organise and coordinate the section's day-to-day activities in accordance with the Centre's strategy and work programme;
 - Identify, plan, coordinate and supervise the work of the section, namely in view of an optimal internal organisation;
 - Manage the section's staff on a day-to-day basis, namely with respect to training needs, staff reports, holidays, etc.
 - Ensure that the staff of the section is motivated and efficient;
 - Ensure that the section cooperates well with other services of the Centre and communicates about its activities with the Centre's staff.
- BUSINESS MANAGEMENT and PLANNING
 - Monitor trends and innovations related to the linguistic services and translation technology;
 - Develop and support the specific workflows of EUTMs and DG GROW and terminology services;
 - Supply and maintain specific language resources and tools in the field of terminology;
 - Manage the entire workflow for the translation of EU trade marks and designs;
 - Coordinate strategic projects across the Centre's different departments and sections, thus ensuring that effective business solutions are successfully and sustainably implemented;
 - Coordinate projects requiring to work on the interinstitutional IATE database and EurTerm (interinstitutional collaborative platform for terminologists).
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
 - Contribution to business continuity: replacing the Head of Department in case of absence.
- COMMUNICATION and PUBLICATION



- Represent the Centre in interinstitutional and international meetings if applicable;
- Ensure the good, swift communication between the members of the section with other colleagues at the Centre;
- Ensure that the Section provides competent consultancy and support to the Centre's clients for all questions or projects (namely workflows, terminology, automations, etc.).
 - TEAM COORDINATION
- Contribute to strategic planning and monitoring activities: defining, in cooperation with the Head of Department, the section's work programme and contributing to the department's annual work programme;
- Monitor and report on the implementation of the section's work programme;
- Monitor and analyse performance indicators that have been defined for the activities of the section
- Contribute to the definition of the annual report of the Translation Centre.
 - EVALUATION and QUALITY MANAGEMENT
- Ensure that the services provided by the section are proactive and of high quality;
- Ensure that the Centre's staff are consulted on matters related to their work and that their suggestions are taken into consideration.



ANNEX 2: 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/2026/01

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/2026/01

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.