



Luxembourg, 03/07/2019

REF: **CDT-AST4-2019/04**
MICROSOFT.NET-ANGULAR SENIOR DEVELOPER

GRADE: AST 4

DEPARTMENT: IT DEPARTMENT

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. The Centre's workload has increased considerably since it was set up, and it now employs about 200 staff.

To meet the needs of the IT Department, and more specifically the Development Section, the Translation Centre is organising a selection procedure with a view to compiling a reserve list for the recruitment of temporary staff as assistants.

The IT Department is made up of approximately 40 people. The Development Section has 16 members. The section designs, creates and maintains the internal IT applications required for the running of the Centre. Since 2013, the section has decided to organise its development phases by adopting the Agile approach using SCRUM methodology, to link with Microsoft's Team Foundation Server.

It also manages non-internal IT solutions and services acquired from external providers, such as those supplied by other institutions or private companies, and contributes to researching, integrating and implementing them in the Centre's IT environment.

NATURE OF TASKS

- a) Assisting the immediate superior: assisting the Head of Section in the areas of responsibility related to IT developments, following the administrative procedures in force; maintaining the section's contacts with other services of the Centre and with staff, bodies and individuals outside the Centre; attending meetings of various committees and/or working groups of which the section is a member and drafting documents ensuing from these meetings; assisting in drawing up any other documents the section considers useful and proposing improvements to ensure that the section's various projects are correctly documented and run smoothly.

b) Development and support activities:

- Developments: carrying out the necessary studies and analysis to develop the application, file management, organising meetings with personnel in the relevant application area, and then carrying out the developments; monitoring tests, validating users, implementing production in order to benefit from applications which are reliable and adapted to the Centre's needs;
 - User Support Help Desk: providing second level user support in order to help to ensure quality user support;
- c) Other support activities: performing a variety of functions, such as acceptance and checking of products in compliance with the needs expressed by the Centre; suggesting procedures, developing and implementing those already identified within the department; carrying out the necessary actions on the basis of agreed or established procedures; providing a channel of communication between different sections; liaising with clients, suppliers and external partners.

1. SELECTION CRITERIA

To be eligible to take part in this selection procedure, the applicant must, on **31/07/2019** , 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 in the field of IT, 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' professional experience.
- professional experience: since acquiring the above-mentioned qualifications and professional experience, the applicant must have gained **at least nine years' full-time professional experience in IT and in particular in the responsibilities detailed under 'nature of tasks'**;
 - language skills: thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the European Union, to the extent necessary for the performance of the duties.

b) ESSENTIAL TECHNICAL COMPETENCES

- Applicants must have gained, during their above-mentioned qualifications and professional experience, a minimum of two years' full-time proven professional experience in the technical fields described below:
 - Developing the application C# .Net-Angular;

- Developing the services SOAP and REST;
- Using at least one ORM;
- Writing SQL queries.

- Very good knowledge of English (level C1);
- Satisfactory knowledge of French (level A2);

c) DESIRABLE TECHNICAL COMPETENCES:

- Competence in TypeScript;
- Competence in Angular 2+;
- Competence in JavaScript/JQuery;
- Competence in the use of BreezeJS;
- Competence in the use of Telerik Kendo UI for Angular components;
- Competence in nHibernate;
- Competence in Oracle-PL/SQL;
- Competence in SqlServer;
- Knowledge of SDL WorldServer / SDL Studio;
- Knowledge in the management of translation workflows;
- Knowledge of SCRUM methodology;
- Knowledge of TFS and Build and Release management;
- Knowledge of Workflow concepts;
- Knowledge of a third official language of the European Union;

d) ESSENTIAL NON-TECHNICAL COMPETENCES

- 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, to communicate well at all levels (internally and externally) and to work in a multilingual environment.
- Sense of responsibility: discretion, confidentiality, attention to detail, availability, efficiency and punctuality.
- Organisational skills: ability to manage various tasks and to set priorities; methodical approach; ability to take the initiative; versatility.
- Adaptability: the ability to assist others and to work under pressure, the ability to learn and to adapt to new developments in the IT environment.

These skills will be evaluated in the written test or interview (see point 2(b)(i) and (ii)).

2. SELECTION PROCEDURE

a) **PRE-SELECTION STAGE:**

The pre-selection stage will be carried out 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 all 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 indicated in point 1(b) ('Essential technical competences'). This part will be marked on a scale from 0 to 20 (pass mark: 10).

The selection committee will invite **15 applicants** who have passed the pre-selection stage and achieved the highest score to take a written test and attend an interview.

b) **SELECTION STAGE:**

The selection stage will follow the procedure described below. It will consist of two computer tests:

(i) A written test (in English or in French), which will consist of:

- A multiple-choice questionnaire (16 questions) to assess applicants' competence in the fields mentioned in points 1(b) and 1(c).

Duration: 30 minutes

- A case study to assess applicants' skills in activities relating to application development in the fields cited in points 1(b) and 1(c)

Duration: 1 hour and 30 minutes

The written test will be marked out of 20: The multiple-choice questionnaire will account for 8 points and the case study will account for 12. The minimum mark required across the two tests is 12 points.

Applicants may choose either English or French for the written test. Please note that applicants whose main language is French must sit the written test in English and those with English as their main language must choose French.

(ii) An interview with the Selection Committee to assess the applicants' ability to carry out the duties described above. More particularly, the interview will also assess applicants' specialist knowledge and the competences listed in points 1(b), 1(c) and 1(d).

The interview may take place on the same day as the written test, or on one of the following days.

Time allowed: 40 minutes.

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

The tests will be held in Luxembourg.

After the written test and the interview have been marked, the Selection Committee will draw up a reserve list of the successful applicants in alphabetical order. Successful applicants will be those who have achieved the minimum total mark required in the written test and the minimum 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 supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other documents attesting to their professional experience and clearly showing start and end dates, the position held, the exact nature of their duties, 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 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 successful applicant will be recruited to function group AST, grade 4. The corresponding basic monthly salary (step 1) is EUR 4 231.23. In addition to the basic salary, various allowances may be added, such as a household allowance, an expatriation allowance (16 % of the basic salary), etc.

In addition, in order to be eligible, and before being appointed, the applicant must:

- have fulfilled any obligations imposed on them by law concerning military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)¹;
- undergo a medical examination by a medical officer from a service nominated 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 must complete their online application before expiry of 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 apply 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 accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation, disability, marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

Prior to taking up a post, the successful applicant will be required to make a declaration whereby they undertake to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting their 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 1).

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) No 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. This applies most particularly 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 procedures are covered by the confidentiality obligations laid down in those Regulations. 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, and stating their case, to:

The Chair of the Selection Committee CDT-AST4-2019/04

Office 3076
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 days of the date of dispatch of the letter informing them of the decision. The Selection Committee will 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:

Authority Empowered to Conclude Contracts of Employment (Ref.: Case CDT-AST4-2019/04)

Office 3076
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedure start to run from the date on which applicants are notified of the act allegedly prejudicing their interests (see 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/oj/direct-access.html?locale=en>).

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 Court unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- Applicants may address their complaint to:

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 (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 bodies concerned.