



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/31/20

#### Administrator<sup>1</sup>

Directorate	Directorate for Translation
Unit	Czech and Slovak Translation Unit – Czech language sector
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	30/11/2020
Deadline	<b>15/12/2020 at noon (Brussels time GMT + 1)</b>

### Your job and responsibilities

**Interested in a position where you will use your language skills daily? Fancy working in a directorate that serves two separate European Union institutions, where you will familiarise yourself with different European Union projects and policies?**

As a translator in the Czech language sector you will translate often complex documents, covering all spheres of EU activity, into Czech from at least two other EU official languages within the set deadlines.

You will be responsible for ensuring a high level of quality, by producing complete, precise and linguistically correct translations that preserve the meaning, essence and aim of the original documents.

You will revise, check and assess translations produced by your colleagues and external service providers.

You will carry out terminological research using, among other things, the various documentary and terminological databases available, and will contribute to the terminology work of the Czech language sector and the Directorate for Translation.

You will carry out one or more specific tasks in the Czech language sector (e.g. correcting and editing original documents, acting as the team's IT superuser, serving as language coordinator).

You will participate in other side tasks (training, development of IT tools, etc.).

You will be part of a dynamic directorate, which offers a wide range of internal and interinstitutional training courses, including language classes, as well as formal and informal contact with colleagues in other units through cross-departmental activities.

### Who are we? What are the challenges for us ahead?

The Directorate for Translation (DT) has a language team for each official EU language, and one central Translation Management Unit. The vacant position is in the Czech and Slovak translation unit – Czech language sector. The Czech-language sector comprises 9 translators and 3 assistants.

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<sup>1</sup> Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

The DT provides translation and other language services to the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC). Through the common voice of translation, the DT helps the members of both Committees influence EU decisions and policies, thereby bringing them closer to EU citizens and strengthening the EU's democratic legitimacy.

Our main achievements:

- We have adapted to the fast changing world of translation, applying new technologies and offering tailored training to our staff.
- We pride ourselves on our modern approach and efficient translation procedures based on electronic workflows and paperless working methods, while maintaining a strong focus on high quality texts and client orientation.
- We foster a workplace built on mutual respect and a healthy work-life balance with emphasis on continuous learning and development.

Our challenges ahead:

- We aim to achieve sustainable multilingualism through a combination of high quality and efficiency.
- We are committed to staying in step with evolving translation technologies, in order to fully harness them for our needs.

### Are you the talent we are looking for?

- You have a perfect command of the Czech language (mother tongue or equivalent).
- You have a very good knowledge of and the ability to translate from English and French. An ability to translate from one of the other most frequently used source languages (Spanish, Italian and German) would be an asset. Knowledge of other official EU languages is valued. Translators are required to learn one or more of the other official languages of the EU during their career.
- You know how the CoR and the EESC function; knowledge of their structures, aims and their contribution to the EU would be an asset.
- You have a good grasp of current translation-related IT applications (Microsoft Office, SDL Trados Studio or other computer-aided translation tools, etc.) and willingness to further develop in this area.
- You have the ability to work autonomously and prioritise workload in accordance with the needs of the language sector.
- You have the ability to work in a team and adapt to an international working environment
- You have a strong sense of responsibility and the ability to work well under pressure.
- Experience in translation and quality assessment would be an asset.

### What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

## Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 15/12/2020.

Please remember to read carefully the appendix to this vacancy announcement.

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The Secretary-General

Petr Blížkovský

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The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

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