



**European Committee
of the Regions**

Brussels, 10/10/2018

VACANCY NOTICE N° CDR/AD5-AD8/ 38 /18

concerning a post of
TRANSLATOR (M/F)
in the Joint Services CoR-EESC¹
Directorate for Translation
Maltese translation

Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations

1. **Vacancy:** AD5 – AD8

Type of post: ADMINISTRATOR

2. **Working environment**

Who we are?

The Directorate for Translation (DT) provides translation and other language services to the 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 the Committees influence European Union (EU) decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

The DT has a separate language team for each official EU language, and a central Translation Management Unit. The vacant position is in the Maltese translation unit, a dynamic team of 8 translators and 3 assistants.

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Under the Cooperation Agreement between the Committee of the Regions and the European Economic and Social Committee, these two Committees have Joint Services.

What we offer?

- A friendly, dynamic working environment where autonomy, a sense of initiative and team spirit are valued;
- an opportunity to work in a directorate which serves two different European institutions, and thus to familiarise yourself with different EU projects and policies;
- language classes and a wide range of interinstitutional training courses;
- interdepartmental activities that encourage formal and informal contacts with colleagues from other units;
- the opportunity to translate from all EU languages, even though English and French are the most frequently used source languages;
- flexible working hours and opportunities for teleworking, in line with established arrangements.

3. **Brief description of main responsibilities**

Translating documents from English and some of the most frequently used languages (French and/or German) and possibly other official EU languages into Maltese.

4. **Duties**

- Translating into Maltese, within the time limits laid down, documents that are often complex, covering all the spheres of activity of the EU, from at least two other official languages of the EU;
- ensuring a high level of quality (complete, precise and linguistically correct translation that preserve the meaning, essence and aim of the original documents);
- revising, checking and assessing translation carried out by colleagues and external agencies;
- carrying out terminological research, using, amongst other things, the various documentary and terminological data bases available, and contributing to the terminology work of the unit and the directorate for Translation;
- participating in other horizontal tasks (training, development of IT tools, etc.).

5. **Who can apply? (eligibility criteria)**

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, every applicant for a permanent position within the CoR must prove that he or she is an established EU official or a successful candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills required**

- Thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a perfect knowledge of Maltese (mother-tongue or equivalent) is necessary. A very good

knowledge of English and the ability to translate from French would be an important asset. Knowledge of other official EU languages, especially German, would be a further advantage. Learning one or more of the other official languages of the EU is required during one's career;

- knowledge of how the CoR and the EESC function; knowledge of their structures, aims and their contribution to the functioning of the EU would be an asset;
- a good grasp of current translation-related IT applications (Microsoft Office, Studio or other computer-aided translation tools, etc.) and the willingness to further develop in this area;
- ability to work autonomously and prioritise in accordance with the needs of the unit;
- ability to work in a team and adapt to an international working environment;
- experience in translation and quality assessment would be greatly appreciated.

7. **Applications**

All applicants for this vacancy must complete in full the electronic application form available at <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>.

To be valid, the application must be complete and accompanied by an **up-to-date CV, a cover letter** and all of the following supporting documents:

- applicants submitting an application under Article 29(1)(a)(i) – **transfer** (established officials of the Committee of the Regions only): proof of current grade;
- applicants submitting an application under Article 29(1)(a)(ii) – **appointment** in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure (only for posts in the AD function group);
- applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established officials of the Committee of the Regions only): proof of current grade which must be immediately below the minimum grade in the range specified for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in the institution of origin;
- **applicants who have passed an EPSO competition for officials**: number of EPSO competition, candidate number, proof of passing an EPSO competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications:** **05/11/2018 at noon (Brussels time)**

9. **Comments:**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications from candidates who have passed an EPSO competition².
- The post will be filled according to budgetary availabilities.

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for interview. Non application that is incomplete or submitted after the deadline for applications will be considered.

Please note that only those candidates selected for an interview by the requesting service will be contacted in person.

If you have not been contacted within six weeks following the closing date in this vacancy notice, please consider your application unsuccessful.

The personal data contained in applications will be handled in accordance with European data protection legislation.

The 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 framed and legislation drafted. It is an advisory body that was created in 1994. Its consultative role allows its 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The Secretary-General

(signed)

Jiří Buriánek

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"Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during his/her career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer."