



**European Committee
of the Regions**

Brussels, 6 September 2019

VACANCY NOTICE N° COR/AST1-AST7/40/19

concerning a post of
ASSISTANT (M/F)
in the Joint Services (CoR-EESC)¹
Directorate for Translation
Romanian Translation Unit

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

1. **Vacancy:** AST1 – AST7

Type of post: ASSISTANT

2. **Working environment**

The Directorate for Translation 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 Directorate 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 Directorate has a separate language team for each official EU language, and a central Translation Management Unit. The vacant position is in the Romanian translation unit, a dynamic team of 9 translators and 3 assistants.

What we offer:

- A friendly, dynamic working environment where autonomy, a sense of initiative and team spirit are valued;
- A position where you will work mainly in Romanian, but also in English and French, using your language skills daily;

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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.

- An opportunity to work in a Directorate which serves two different European institutions, and thus to familiarise yourself with different EU projects and policies;
- A workplace built on mutual respect and a healthy work-life balance;
- Flexible working hours and opportunities for teleworking in line with the service needs;
- Formal and informal contacts with colleagues in other units through cross-service activities such as the Network of Assistants of the Directorate for Translation;
- Opportunities for in-house and inter-institutional vocational training;
- The possibility to participate in lunchtime conversation tables in most official EU languages.

3. **Brief description of main responsibilities**

Under the responsibility of the head of unit, the official will be responsible for assisting translators in their work, providing technical quality check controls of the documents produced in Romanian, participating in the coordination of the workflow within the unit and performing other administrative and technical tasks.

4. **Duties**

- Assisting translators with the preparation and production of translations into Romanian, using translation tools (CAT tools) and in-house IT applications;
- Correcting and formatting of documents produced in Romanian;
- Preparing documents for outsourcing;
- Providing technical quality control of outgoing translations;
- Proofreading and checking documents in Romanian before publication as part of the overall quality control process;
- Participating in the coordination of the unit's workflow under the guidance of the head of unit or the language coordinator;
- Performing other administrative and technical duties and assuming horizontal tasks;
- Cooperating with other language teams' assistants and participating in cooperation networks.

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/she is an established EU official or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade².

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Candidates on EPSO reserve lists which are not available to the CoR will not be considered.

6. **Qualifications and skills required**

- Thorough knowledge of Romanian (written and oral) and a satisfactory knowledge of another official language of the EU. For functional reasons, a good knowledge of English or French is required;
- Good command of the most commonly used IT applications (Microsoft Office) and ability to learn other specific applications;
- Sense of service and professionalism;
- Ability to work as part of a team (but also autonomously when required) and to adapt to an international working environment;
- Organisational skills, the ability to meet deadlines and to set priorities;
- Strong sense of responsibility and attention to detail;
- Problem-solving skills and capacity to work well under pressure;
- Good communication and interpersonal skills.

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 CoR 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 CoR only): proof of current grade which must be immediately below the minimum range of grades defined 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 institution of origin;
- Applicants who have passed an **EPSO competition for officials or a CoR internal competition**: number of EPSO/CoR competition, candidate number, proof of passing an EPSO/CoR competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 04/10/2019 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 submitted under Article

29(1)(c) (laureates of an EPSO competition and/or internal COR competition)³; by derogation from paragraph (1) (a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.

- 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 an interview. No 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 deadline of the vacancy notice, please consider your application unsuccessful.

The personal data contained in applications shall 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 devised 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 *ad interim*

(signed)

Pedro CERVILLA

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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.