



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/24/21

#### ADMINISTRATOR<sup>1</sup>

|                     |   |
|---------------------|---|
| Directorate         | Directorate for Translation   |
| Unit                | Translation Management Unit – Translation Strategy Sector               |
| Vacancy             | AD5-AD11  |
| Type of post        | ADMINISTRATOR   |
|                     | Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations |
| Date of publication | 02/12/2021  |
| Deadline            | <b>05/01/2022 at noon (Brussels time GMT + 1)</b>                       |

### Your job and responsibilities

**Interested in a position where you play a key role in the development of online communication policies and training solutions? Want to work in a Directorate at the service of two separate European Union institutions, and thus have the opportunity to familiarise yourself with different European Union (EU) projects and policies?**

As an administrator in the Translation Strategy sector, you are responsible for contributing to the development of the directorate's internal and external communication strategies, and for the development and implementation of online communication and information policies.

You are responsible for coordinating and organising training, i.e. analysing training needs, developing training formats and elaborating training plans, as well as for identifying technical solutions for the provision of online and hybrid training courses.

You represent the sector in internal and inter-institutional meetings.

You are authorising officer by sub-delegation for budget lines 1420 and 2622.

You are part of a dynamic directorate where a wide range of internal and interinstitutional training courses, in addition to language classes, are offered, as well as formal and informal contacts with colleagues in other units through cross-service 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 a central Translation Management Unit. The Translation Management Unit comprises three sectors which support the work of the Directorate for Translation and the requesting services by managing the translation workflow, solving technical problems, outsourcing translations, reporting on translation work and preparing for the future. The vacant position is in the Translation Strategy sector, a dynamic team of 5 colleagues (2 AD and 3 AST) which provides a long-term view for the directorate, tracks and implements technological developments, coordinates and organises training, and cooperates with other institutions' translation services.

The DT provides translation and other language services to the European Committee of the Regions and the European Economic and Social Committee. Through the common voice of translation, the DT helps the members of the Committees influence EU decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

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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.

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 the evolving translation technologies, so that we can best harness them for our needs.

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

- You have a thorough knowledge of one of the languages of the European Union (EU) and a satisfactory knowledge of another official language of the EU; for operational reasons, a good knowledge of English or French is necessary and the knowledge of the other language would be an asset.
- You have an excellent command of IT applications and tools (Outlook, Excel, Word, etc.) and the ability to learn other specific applications. Experience with SharePoint would be an asset.
- You have very good communication skills and ability to work as part of a team (but also independently when required) and to fit in with an international working environment.
- You have a strong sense of responsibility and the ability to work well under pressure and to set priorities.
- You are self-motivated with a very strong ability to take initiative.

### 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 05/01/2022.

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

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The Secretary-General

*(signed)*

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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