



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/10/21

Assistant

Directorate	Directorate for Translation
Unit	Translation Management Unit
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	18/03/2021
Deadline	16/04/2021 at noon (Brussels time GMT + 1)

Your job and responsibilities

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

As an assistant in the Translation Workflow and Helpdesk Sector:

- You are responsible for ensuring the timely availability of meeting documents and for a consistent and coherent implementation of the procedures regarding translation;
- You are responsible for the validation of requests for translation, editing or proofreading and you work closely with the requesting services, the Directorate for Translation and the Directorate for Logistics to monitor the entire content production chain;
- You organise translation standbys and take part in various cooperation networks;
- You monitor and anticipate any fluctuations in the translation demand and propose mitigation measures;
- 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 such as the Translation AST network.

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 is composed of three sectors. The vacant position is in the Translation Workflow and Helpdesk Sector, a friendly and dynamic team of 9 assistants that acts as a coordination point between the requesting services and the translation units.

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.

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 official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a good knowledge of English or French is required and the knowledge of the other language would be an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.) and the ability to learn other specific applications;
- 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 16/04/2021.

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

The Secretary-General

(signed)

Petr Blížkovský

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.
