



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE N° COR/AST1-AST7/20/22

### Senior Management Assistant<sup>1</sup> – Directorate for Translation

Directorate	Directorate for Translation
Unit	Senior Management team
Vacancy	AST1-AST7
Type of post	ASSISTANT
Date of publication	13/05/2022
Deadline	<b>01/06/2022 at noon (Brussels time GMT+1)</b>

## Your job and responsibilities

**Interested in a position where you get to be part of the Senior Management team of the Directorate for Translation? Want to join a Directorate that serves two separate European Union (EU) institutions, giving you the opportunity to familiarise yourself with different EU projects and policies?**

As an assistant in the Senior Management team, you will be responsible for assisting the Director and Deputy Director in coordinating the daily work and management of priorities, as well as managing the Deputy Director's front office. You will be part of the Directorate's business continuity team.

You will be responsible for planning and organising meetings, reserving meeting rooms, inviting attendees, and taking and writing up minutes at relevant meetings. You will also be asked to assist the Director and Deputy Director in researching and preparing documentation and files for meetings.

In your role as "operational initiating agent", you will be in charge of processing mission requests and the reimbursement of mission expenses, as well as of managing the budget and forward planning of missions for the whole Directorate. You will also perform other administrative and operational tasks, and act as a back-up for the other team assistant.

You will be part of a dynamic directorate that offers a wide range of internal and interinstitutional training courses, in addition to language classes, as well as formal and informal contact with colleagues from across the whole Directorate through cross-service activities such as the Translation Assistants' 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 vacant position is in the Senior Management team, which comprises the Director, the Deputy Director and two assistants.

<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 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, bringing them closer to its citizens and thus 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 customer orientation;
- We foster a workplace built on mutual respect and a healthy work-life balance with an 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, 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 the EU official languages. For functional reasons, a very good knowledge of English (written and oral) and a satisfactory knowledge of French are required;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.) and the ability to learn other specific applications;
- You have the ability to work as part of a team (but also independently when required) and to fit in in an international working environment;
- You have a strong sense of initiative and can independently manage work priorities and time;
- You have a strong sense of responsibility and the ability to work well under pressure;
- You have very good communication and interpersonal skills;
- You treat confidential information with the required discretion.

### What we offer

- A European institution on a human scale that is 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 dd/mm/2022.

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

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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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