



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/SC1-SC4/57/22

Secretary/clerk in the Maltese and Slovenian Translation Unit

Directorate	Directorate for Translation
Unit	Maltese and Slovenian Translation Unit – Slovenian language sector
Vacancy	AST/SC1-AST/SC4
Type of post	SECRETARY-CLERK
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	24/11/2022
Deadline	08/12/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in a position where you will use your language skills daily? 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 a secretary/clerk in the unit, you are responsible for assisting translators with the preparation and production of translations into Slovene using translation tools and in-house IT applications, as well as for coordinating workflow under the guidance of the head of unit or the language coordinator.

You are also responsible for preparing texts to be outsourced to another service provider and giving a final check to the translated texts before publishing them as part of the overall quality control process; you provide proofreading or other linguistic support in Slovene.

You take part in cooperation networks or other horizontal tasks (webmaster's tasks, assistance to the head of unit, library and office supply orders etc.) as well as ensuring business continuity on a daily basis and performing an evening stand-by a few times per year (rotating tasks).

You perform other clerical and technical tasks and cooperate with other language teams' assistants.

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 vacant position is in the Maltese-Slovenian translation unit – Slovenian language sector. The Slovenian language sector comprises 9 translators and 3 assistants.

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 Slovene (written and oral) 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 a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, 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 with an international working environment;
- You have a strong sense of responsibility and the ability to work well under pressure;
- You have very good communication and interpersonal skills.

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 08/12/2022.

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

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.
