# VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

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| **Job title** (same as on the job description) | **Linguist Assistant** |
| Reference | **DGT/COM/2026/1899** |
| Application deadline | 20.11.2026 - 12.00 (Brussels time) |
| Directorate-General (full name) | Directorate-General for Translation |
| Unit | DGT.C.1.ES.2 (Spanish-language unit 2) |
| Place of assignment | Luxembourg |
| Grade range | AST1-AST3 |
| Domain | Languages |
| Contract type | Temporary Agent 2b |

## About us ("We are")

Unit C.1.ES.2, based in Luxembourg, is one of the two Spanish translation units of the European Commission's Directorate General for Translation (DGT). It is responsible for the translation into Spanish, from all EU official languages, of the documents received from DGs, Commissioners' Cabinets and other services of the European Commission on the main following areas: defence industry and space; education and culture; employment, social affairs and inclusion; energy; health and food safety; internal market, industry, entrepreneurship and SMEs; maritime affairs and fisheries; mobility and transport; regional and urban policy; research and innovation; statistics, and trade. Most source documents are drafted in English and, to a lesser extent, in French. The unit currently consists of 19 translators, 4 assistants, 1 quality officer, 1 language technology coordinator, 1 seconded national expert, and the head of unit.

## About the role ("We propose")

The main focus of the job is on processing efficiently the unit's daily workflow of incoming and outgoing documents (i.e. originals and translations, including versions), according to DGT policy and to the instructions received from the head of unit and workflow managers. A substantial part of the translation work is outsourced, and this involves different workflows, IT applications and processes. The job therefore requires constant communication with colleagues within the unit, other colleagues within DGT (such as the planning unit), the requesters (usually in other Commission departments), and external stakeholders (such as DGT's contractors). Another key aspect is supporting translators so that they can focus on linguistic work.

The job also includes traditional tasks of administrative assistance. To support its workflows and linguistic work, DGT uses both off-the-shelf software and bespoke IT platforms. In order to facilitate the integration of newcomers, DGT has a comprehensive training portfolio, particularly in the IT field.

| Qualifications, experience and skills ("We look for") |
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| We are looking for a dynamic and motivated candidate, with excellent knowledge of Spanish (spoken and written), very good IT knowledge (and eagerness to learn new IT tools), good communication skills and a service-minded attitude. You will be working as part of a small team of assistants, and in close collaboration with the translators. You should be a committed team player but also able to work autonomously and under pressure when needed. A very good command of English is crucial for professional communication outside the unit, and for efficient use of the IT tools. Knowledge of French would be an asset. |

## How to express your interest?

You should send your documents in a single pdf in the following order:

1. your CV 2. completed application form.

Please send these documents by the publication deadline to Myriam.GARCIA-DE-LEANIZ-HORTAL@ec.europa.eu indicating the selection reference DGT/COM/2026/1899 in the subject.

**No applications will be accepted after the publication deadline.**

| Eligibility |
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| For eligibility please consult this page with all the information needed. |