

**CALL FOR EXPRESSIONS OF INTEREST FOR TEMPORARY AGENTS
FOR THE DIRECTORATE-GENERAL FOR TRANSLATION (DGT)**

COM/TA/AD/03/20 – IRISH-LANGUAGE TRANSLATORS (AD 5)

Deadline for registration: 17.03.2020 at 12.00 (midday), Brussels time

The purpose of this selection procedure is to draw up a list of aptitude from which the Irish unit of the abovementioned Directorate-general of the European Commission will recruit temporary agents as '*translators*' (function group AD).

Any reference, in the framework of this selection procedure, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

This call and its annexes form the legally binding framework for this selection procedure.

Number of successful candidates sought : 50

The successful candidates may be offered a temporary contract pursuant to Title I, 2b) of the Conditions of Employment of other servants of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (currently under revision).

The initial duration of the contract is four years for 2b) temporary agents and may be renewed for a maximum period of two years.

The total duration of the contract will also take into account the relevant provisions in Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12 year period), as amended by Commission Decision C(2013) 9028 final of 16 December 2013 and Commission Decision C(2019)2548 final of 5 April 2019.

Please note that contracts, which may be offered to successful candidates, will be for positions in the Commission premises in Ireland (Grange, Co Meath) and/or in Brussels. Candidates are required to indicate in their application form their order of preference for the place of employment.

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries as an indication, as of 1 July 2019, are:

For grade AD 5:

- Step 1: 4.883,11€
- Step 2: 5.088,30 €

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants](#).

I - WHAT TASKS CAN I EXPECT TO PERFORM?

Successful candidates will be required to translate documents into Irish from English. The texts to be translated, which are often complex, generally deal with political, legal, economic/financial, scientific or technical subjects encompassing all the European Union's areas of activity. Duties may also include revision of translations (both translations by in-house colleagues and by external contractors) and terminology research. Performing translation and other relevant tasks requires digital skills and intensive use of specific IT and related tools.

II - AM I ELIGIBLE TO APPLY?

You must meet ALL of the following general and specific conditions *on the deadline* for online applications. During the course of the selection, the *Appointing Authority* will check whether you meet the general eligibility conditions while the Selection Committee will check compliance with the specific eligibility conditions mentioned hereunder:

1) *General conditions:*

- Enjoy full rights as a citizen of a Member State of the EU
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

2) *Specific conditions – languages:*

Article 12.2(e) of the Conditions of Employment of Other Servants (CEOS) provides that temporary agents may be appointed only on the condition that they produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must have knowledge of *at least 2 official EU languages*. You must have level C2 (perfect knowledge) of Irish (language 1) and a minimum level C1 (thorough knowledge) in English (language 2). Both these languages will be used for the revision test, translation test and interview.

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).

Language 1 must be Irish.

Language 2 must be English.

Given that the vast majority of documents in the Irish unit are translated from English, candidates are required to have a thorough knowledge of English in order to be recruited.

3) *Specific conditions - qualifications & work experience:*

- You must have a level of education corresponding to *at least 3 years'* completed university studies attested by a diploma.

- No professional experience is necessary.

Please note that ONLY diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

III - HOW WILL I BE SELECTED?

1) Application process

When completing your application form, you will have to select Irish as your language 1 and English as your language 2. You will also be asked to confirm your eligibility for the selection procedure and provide further information *relevant to the procedure* (for example: diplomas).

You can select either Language 1 (Irish) or Language 2 (English) when completing your application form.

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section ‘Am I eligible to apply?’ ***Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application within the deadline.***

2) Eligibility checks

The eligibility requirements laid down in the section ‘Am I eligible to apply?’ above will be checked against the data provided in candidates’ online applications. The authority authorised to conclude contracts (AACC) will check whether you meet the general eligibility conditions while the Selection Committee will check compliance with the specific eligibility conditions under the section ‘Education and Training’ of the candidates’ online application.

3) Preliminary tests: Revision and Translation Tests

If you validated your application form by the deadline, and if you meet all the eligibility requirements according to the data in your online application, you will be invited to sit two tests in ***languages 1 and 2*** in one of EPSO’s accredited centres:

- Revision test** (duration 30 minutes): Revision of a translated text into Language 1 (Irish) from Language 2 (English) with the use of candidate’s own non-electronic (paper format) dictionaries.

The Revision test will be marked out of 80, with a pass mark of 40.

- Translation test** (duration 90 minutes): Translation into Language 1 (Irish) from Language 2 (English) with the use of candidate’s own non-electronic (paper format) dictionaries.

The Translation test will be marked out of 80, with a pass mark of 40.

If you do not reach the pass mark for the revision test, your translation test will not be marked.

Approximately 3 times the number of successful candidates sought will be invited to the interview.

4) Interview

If you scored one of the **highest overall marks** in the Revision and Translation tests, you will be invited to an interview held in **languages 1 and 2**.

Interview: Interview in languages 1 and 2 to assess:

- your professional skills and competencies
- your general knowledge of EU affairs
- your ability to adapt to a multicultural environment.

The interview will be marked out of 20, with a pass mark of 10.

Unless instructed otherwise, you will have to bring a USB key containing scanned copies of your supporting documents to your interview. EPSO will download your files during your interview and return the USB key to you on the same day.

The marks obtained in the interview will be added to those obtained in the preliminary tests in order to give candidates their final overall mark.

5) List of Aptitude

After checking candidates' supporting documents against the information provided in their online application form, the Selection Committee will draw up a **list of aptitude** - until the number of successful candidates sought is reached - of those eligible candidates who have reached the minimum pass marks and obtained one of the highest overall marks following the tests and interview. Where candidates tie for the last available place on the list, they will all be included on the list. Names will be listed alphabetically.

The list of aptitude of successful candidates will be made available to the European Commission for recruitment procedures and future career development. The list will be valid for two (2) years and its validity may be extended. Inclusion on an aptitude list **does not confer any right to or guarantee of** recruitment.

IV - EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

EPSO endeavours to apply equal opportunities, treatment and access to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the contact information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration.

For more information, please contact the EPSO-accessibility team by:

- e-mail (EPSO-accessibility@ec.europa.eu);
- fax (+32 2 299 80 81); or

- post: European Personnel Selection Office (EPSO)
EPSO accessibility
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

Please clearly label this correspondence '**EPSO accessibility,**' quoting **your name,** the **number of the selection procedure** and **your application number.**

The supporting documents will be examined on a case-by-case basis and where duly justified, in light both of the evidence submitted and of the principle of equal treatment of candidates, special arrangements may be offered by EPSO within the limits of what is judged to be reasonable.

V. - WHEN AND WHERE CAN I APPLY?

You must apply online on the EPSO website <http://jobs.eu-careers.eu> by:

17.03.2020 at 12.00 (midday), Brussels time.

Your application must be submitted via your EPSO account by means of the online application form, following the instructions on the EPSO website relating to the various stages of the procedure.

If you do not have an EPSO account you should create one by following the instructions for creating an account on the EPSO website www.eu-careers.eu

You must have a valid e-mail address and are responsible for keeping it, as well as your personal details, up to date in your EPSO account.

Once you have validated your application form, you will no longer be able to make any changes.

It is your responsibility to ensure that you complete and validate your application within the deadline established in the present call for expression of interest.

ANNEX I

1. COMMUNICATION WITH CANDIDATES:

Once your application has been registered, you can follow the general progress of the selection procedure by consulting the EPSO website <http://jobs.eu-careers.eu>

Individual information will be available **only via your EPSO account**.

This is the case in particular for:

- Eligibility results;
- Revision/Translation tests and Interview: invitation and results.

You should check your EPSO account regularly — at least twice a week. It is your responsibility to update your EPSO account to reflect any change of postal or e-mail address.

In all correspondence you must quote your name as given on your application form, the selection procedure reference and the application number.

Language 2 (English) will be used for communication between EPSO and the candidates who have submitted a valid application.

1.1. Automatic disclosure

You will **automatically receive** the following information after each stage of the selection procedure:

- **Eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Revision/Translation tests and Interview:** your results.

1.2. Information on request

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Committee proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website (https://epso.europa.eu/help_en) within 10 calendar days of the day your results were published.

2. SELECTION COMMITTEE

A Selection Committee is appointed according to the provisions of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (currently under revision) to select the best candidates in the light of the requirements set out in the call.

The Selection Committee also decides on the difficulty of the revision and translation tests. The decisions establishing the Selection Committee members will be published on the EPSO website <http://jobs.eu-careers.eu>

Candidates are strictly forbidden to make any contact related to the selection procedures with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will result in disqualification from the selection procedure.

3. REQUESTS, COMPLAINTS AND APPEALS

3.1. Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO exclusively** via the EPSO website (https://epso.europa.eu/contact/form_en).

In all correspondence, please mention your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

If the problem occurs at a test centre, please:

- alert the invigilators immediately so that a solution can be sought at the centre itself. In any case, ask them to record your complaint in writing, and
- contact EPSO no later than **3 calendar days** after your tests via the EPSO website (https://epso.europa.eu/contact/form_en), with a brief description of the problem.

For **problems occurring outside test centres** (for example, concerning the test booking process), please follow the instructions in your EPSO account and on EPSO's website or contact EPSO immediately via the EPSO website (https://epso.europa.eu/contact/form_en).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website (https://epso.europa.eu/contact/form_en). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

3.2. Requests for review:

You can request a review of any decision taken by the Selection Committee/the Appointing Authority that establishes your results and/or determines whether you can proceed to the next stage of the selection procedure or are excluded.

Requests for review may be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committee or the Appointing Authority with the Staff Regulations, the call, its annexes and/or case law.
- **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/forms/complaints_en);
- **language:** in the Language 2 of the selection procedure in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

3.3 Appeal procedures:

You can lodge a complaint under Article 90(2) of the Staff Regulations. You should send only one copy, in one of the following ways:

- by e-mail, preferably in pdf format, to functional mailbox HR MAIL E.2 (HR-MAIL-E2@ec.europa.eu) or
- by fax to (32-2) 295 00 39 or
- by mail to SC11 4/57 or
- delivered in person to SC11 4/57 (between 9.00 and 12.00 or between 14.00 and 17.00).

The three-month time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20180101:EN:PDF>) starts to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the appointing authority does not have the power to change the decisions of a selection board. The General Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

3.4. Judicial appeals

As a candidate in a temporary agent selection procedure, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by the Appointing Authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 3.3). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by the Appointing Authority not the Selection Committee.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3.5. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see points 3.1. to 3.3 above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

4. DISQUALIFICATION

You may be disqualified at any stage in the selection procedure if the Selection Committee/the Appointing Authority finds that you have:

- created more than one EPSO account;
- not met the eligibility requirements;
- made false or unsupported declarations;
- failed to book or sit one or more of your tests;
- cheated during the tests;
- not declared in your application form the languages required in this Call, or have not declared the minimum levels required for those languages;
- attempted to contact a member of the Selection Committee in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interests with a Selection Committee member;
- signed or written a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions or agencies must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future selection procedures.



PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about
the processing and the protection of your personal data**

Processing operation: Call for expression of interest for Temporary Agents for the Directorate-General for Translation (DGT) [ref. no: COM/TA/AD/02/20 IRISH-LANGUAGE TRANSLATORS]

Data Controller: Directorate General Human Resources and Security: Unit HR.DDG.B.1
"Selection, Recruitment and End of Service"

Record reference: DPO-1964-2 / DPR-EC-01728.1

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to this processing operation “*Procédures de sélection d'agents temporaires organisées par la Commission pour des postes autres qu'encadrement ou conseil*”. undertaken by Unit HR.DDG.B.1 is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information to allow the participating Directorates-General to organise a call for expression of interest to constitute a list of successful candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

The selection committee processes the candidates' files (which include identification data as well as admissibility data) the reasoned report and the list of successful candidates, without however storing them. DG HR and the participating Directorates-General process and store the candidates' files (including not selected candidates), the reasoned report and the list of successful candidates. DG HR services store the successful candidates' files, the reasoned report and the list of successful candidates.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

- The processing has the following legal basis: [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](#)
- [Commission Decision C\(2013\)9049 of 16 December 2013 on policies for the engagement and use of temporary agents.](#)

4. Which personal data do we collect and further process?

In order to carry out this processing operation, Unit HR.DDG.B.1 collects the following categories of personal data:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates in accordance with the call for expression of interest to assess whether they comply with the profile sought therein (application, curriculum vitae and supporting documents, in particular diplomas and professional experience).
- Individual information given to each candidate on the various stages of the selection process.

The provision of personal data is mandatory to meet the requirements for recruitment laid down in the Conditions of Employment of Other Servants of the European Union. If you do not provide your personal data, possible consequences are your non-admittance to the pre-selection and selection stages.

5. How long do we keep your personal data?

The European Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, as follows:

- the files of successful candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files.
- Where successful candidates are not recruited, their selection files are kept by Unit HR.DDG.B1 five years after the closure of the selection procedure.
- All other selection files are kept by DG HR and the participating Directorates-General until the deadline for appeal has expired following the publication of the list of successful candidates (or until any ensuing pre-litigation or litigation procedures is finalised by the rendition of a final decision).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the closing date of applications' submission, insofar as that would be liable to influence the outcome of the selection.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.DDG.B.1, HR-B1-GDPR@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-1964-2/DPR-EC-01728.1- *Procédures de sélection d'agents temporaires organisées par la Commission pour des postes autres qu'encadrement ou conseil*.