



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Translator

in DG Translation of the European Commission

Job title*: Translator

Domain:** Translation/linguistics

Where: Unit C.NL.2 – Dutch-language unit 2 - Luxembourg

Function Group: FG IV

Contract Type: Contractual agent CA3b

Express your interest until: 13.03.2024 - 12.00 (Brussels time)

WE ARE

The Dutch Translation Department of the Directorate-General for Translation of the European Commission (DGT) is made up of 2 units, one in Brussels and one in Luxembourg. DGT.C.NL.2, the Luxembourg-based unit, is made up of seventeen translators and three assistants and is currently being reinforced. In the unit we mainly translate from English into Dutch and occasionally from French or other EU languages into Dutch. We translate documents on a wide range of subjects and policy areas, such as technology, human and animal health, education and culture, employment, trade, regional development, enterprises, the automotive sector, statistics, communication, research and development, climate and environment. We speak Dutch within the unit, and mainly English and to a lesser extent French in our contacts with other units and services. We have a mixed team consisting of Dutch and Flemish colleagues, men and women, younger and older colleagues and more and less experienced colleagues.

WE PROPOSE

We propose a challenging and stimulating position in a dynamic team. The successful candidate will translate legal, technical, administrative, communication and policy documents and will also perform other tasks related to translation, such as revisions of other colleagues' work, evaluation and revision of outsourced translations, work on terminology and on translation memories, etc. He/she may also be entrusted with other tasks and activities to be performed in the interest of the Department or DGT (participation in working groups, representative functions, etc.).

WE LOOK FOR

We are looking for an enthusiastic and dedicated colleague who can deliver high quality translations from English and from a second official language (preferably French) into Dutch. Any expert knowledge in one or more of the following subject areas will be considered an advantage: chemistry, pharmaceuticals and public health, automotive technology, environmental science and technologies, emissions and emissions trading systems, defence industry and space. You are also welcome to apply if you are not a trained translator, but have expert knowledge in one or more of



the subject areas mentioned above and have a keen interest in languages and an excellent command of Dutch. The ideal colleague will help us deliver high quality translations into Dutch of legal and other texts on the topics mentioned above. As the DGT policy implies more outsourcing, an important aspect of your work in the unit will consist of preparing documents for outsourcing and revising and evaluating the incoming freelance translations.

The translation profession is changing rapidly and as an early adopter of cutting-edge technologies, DGT offers its translators the possibility to work with the newest translation technologies, like neural machine translation. We therefore look for a colleague willing to adapt to the technological and other developments in DGT.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
 1. your CV
 2. motivation letter.Please send these documents by the publication deadline to sabine.scheirsen@ec.europa.eu indicating the call for interest reference EC/2024/DGT/437523 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group (FG IV) for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- The mother tongue or main language is Dutch
- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹ (preferably English)
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

The candidates that successfully passed the interview will be required to take translation tests from English into Dutch.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in Dutch and English.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](#).



2. Recruitment

For contractual agents it is mandatory to have succeeded in the CAST-P cognitive test.

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in **Luxembourg**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group **FG IV****. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 3 years**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 9-month probationary period.

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. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).



For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.