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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

DG Translation of the European Commission

Selection reference: DGT/COM/2024/245

Domain*: Translation

Where: Unit DGT.B.EL.2 - Unit EL.2 in the Greek Language Department, Luxembourg

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5

Publication deadline: 18.04.2024 - 12.00 (Brussels time)

WE ARE

DGT.B.EL.2 is one of the two Units of the Greek Language Department of the European Commission's Directorate-General for Translation (DGT). It is based in Luxembourg. Our role is to provide the Commission's Directorates-General and Services with high quality translations of written material from all the EU official languages and various non-EU languages into Greek. DGT.B.EL.2's "customers" are the following Directorates-General and Services: EMPL, GROW, JUST, SANTE, TRADE, HOME (these six account for most of our workload), CLIMA, COMM, DGT, EAC, ENV, ESTAT, HR, OIB, OIL, OP, PMO, SCIC and REGIO, as well as the corresponding Commissioners' cabinets. The main specialist subjects we have to deal with are therefore related to justice and legal matters, health and consumer policy, trade, migration and home affairs, environment and some industries (automotive, chemical, cosmetics, pharmaceuticals). The Unit currently consists of 22 translators and 3 assistants.

WE PROPOSE

We are proposing an interesting and challenging translator post in a stable and inspiring working environment. The selected candidate will be required to translate (and, later on, to revise) into Greek, predominantly from English, documents mainly dealing with legal, political, financial, scientific and technical subjects and covering a wide range of EU activities. Occasionally he/she could be required to translate into English (and, where appropriate, into French) texts written in Greek. He/She will also be required to evaluate and to control the quality of translations produced by external contractors, to do terminology work in the fields falling under the portfolio of the Unit and to perform other language-related tasks, e.g. work on translation memories, or other tasks supporting the translation process, e.g. act as subject coordinator for a specific field of translation, be in charge of training issues, external translations or quality issues, or act as lead translator for specific translation projects at DGT level. Our translators have the opportunity to acquire new skills in a rich linguistic environment and profit from advanced tools supporting the translation process. The job involves close cooperation with all colleagues within the unit and, where appropriate, with Brussels-based colleagues and the Field Officers in Athens and Cyprus.



WE LOOK FOR

We are looking for a translator with:

- a university degree, preferably in linguistics or translation studies or law or economics, a perfect command of the Greek language (mother tongue level) and a thorough knowledge of the English language, as more than 90% of our originals are drafted in this language;
 - a thorough knowledge of at least one more official language of the European Union (preferably French or German, as the rest of our originals are mainly drafted in these languages);
 - very good general IT skills, a familiarity with (or a capacity to master) IT applications and Computer-Assisted Translation (CAT) tools as well as an interest and willingness to further develop in this area since our working environment is highly technical;
 - high resilience and ability to work both independently and in a team, sometimes under high pressure, since we often deal with joint projects, short deadlines, and urgent requests.
- Experience in translation will be an advantage.

All candidates for the post will be required to sit a written translation test of up to 25 lines from English into Greek. They will also be required to post-edit /revise a machine-translated text (from English into Greek) of up to 10 lines (total duration: 90 minutes).

HOW TO EXPRESS YOUR INTEREST?

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 DGT-EL-2-SECRETARIAT@ec.europa.eu indicating the selection reference DG/COM/2024/245 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 temporary 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 post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) 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).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

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 Greek, English and possibly in another official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

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**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. 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\(2013\)9049](#) on policies for the engagement and use of temporary 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.