



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

DG Translation of the European Commission

Selection reference: DGT/COM/2024/80 and DGT/COM/2024/81

Domain*: Languages

Where: Unit B.SK.1 or B.SK.2 - „Slovak-language unit 1 or 2“, Luxembourg

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

Grade: AD 5

Publication deadline: 15.03.2024 - 12.00 (Brussels time)

WE ARE

Units SK.1 and SK.2 are part of the Slovak language department of the Directorate-General for Translation (DGT) each composed of around 30 colleagues. Our core business is to provide the European Commission with high quality translation and other language services in Slovak. Documents to translate into Slovak are mostly drafted in English and deal with subjects covering various policy domains and activities of the European Union. Our job is to contribute to the European Union's multilingual character by making sure the Commission produces clearly written documents in Slovak.

By making information available to people in a language they understand, we help the Commission to better communicate with EU citizens and make the EU more open, accountable, and democratic, ensuring that its citizens can enjoy their rights to the full. We are entirely Slovak speaking but are in daily contact with our colleagues from the other language communities within DGT. Both units work in close contact with each other and other colleagues within the Slovak language department in DGT.

WE PROPOSE

We propose a job as translator. The job involves:

- To translate, revise, review, evaluate and validate texts that are often of legislative nature and cover various domains. As a rule, you will translate or revise into your principal language (Slovak), mostly from English (to much lesser extent from French or German). You will work in a modern and comprehensive translation technology environment.
- To carry out any other linguistic or administrative duties needed for the efficient operation of the Directorate General, in particular in the areas of quality, terminology, translation project and data management, the use of translation tools, training, knowledge sharing and internal communication. You will work within a team of experienced colleagues and will contribute to different phases of the translation process and to its support. Adaptability, flexibility, resilience, and ability to work in a team are crucial, as is pro-active and service-minded attitude. You must be prepared to adapt to rapidly changing environment, including IT environment, AI challenges and organizational changes.



WE LOOK FOR

We look for a dynamic and motivated colleague with a university degree (not necessarily from translation studies) with excellent command of the Slovak language. In addition to Slovak, candidates should have excellent command of English and, at a very good level, at least one of the other official languages of the EU. The ability to translate will be tested during the selection procedure. Since we make extensive use of a wide range of customized, state-of-the-art computer-assisted translation (CAT) tools, applicants should also have a high-level ability to master the CAT tools and be proficient in IT, namely the standard office software MS OFFICE and its collaborative elements such as Teams and SharePoint. Familiarity with linguistic data management and terminology management is welcome. Another area of interest to us is translation project management including preparation of resources, file analysis (both with and without translation resources), coordination of team members and management of output after the project completion, including reporting of shortcomings, positive results, and proposals for improvement to hierarchy. We expect knowledge of the EU environment, an overview of European affairs and the ability to work in a European public administration environment.



HOW TO EXPRESS YOUR INTEREST?

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

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to DGT-SK-0-SECRETARIAT@ec.europa.eu indicating the selection reference DGT/COM/2024/80 and DGT/COM/2024/81 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 Slovak and English language;
- AND a satisfactory knowledge (minimum level B2) of a third official language of the EU, to the extent necessary for the performance of the duties.

➤ 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 applicants¹.

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.**

The candidates who successfully passed the interview will be required to take translation tests from English and the other chosen language into Slovak.

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 Slovak, English and a third 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.

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.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.