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.

(Reference: Selection reference DGT/COM/2024/1573)

Linguist Agent

DG for Translation of the European Commission

Selection reference: DGT/COM/2024/1573
Domain*: Linguist Agent
Where: Unit DGT.A.DA.2 - The Danish Language Department, Luxembourg
Staff category and Function Group: Temporary agent 2b/2d – Administrative Agent / Secretary
Grade: AST/SC 1-2
Publication deadline: 30.08.2024 - 12.00 (Brussels time)

WE ARE

DA.2 is a unit in the Danish Language Department of the Commission's Directorate-General for Translation. The Department comprises two units (one in Brussels and one in Luxembourg). In addition to the head of unit, DA.2 currently has 15 translators and 3 assistants. We mainly translate documents in the policy areas of culture and education, employment, businesses and industry, internal market, statistics, regional policy, human and animal health, consumers, and trade. We regularly translate into Danish from a dozen official EU languages, though primarily from English and, to a lesser extent, French. Occasionally we also translate from Danish into English or French.

WE PROPOSE

We propose a job combining traditional secretarial and administrative tasks with handling of files for outsourcing, processing, and formatting documents, communicating with translation requesters and colleagues both inside and outside the DGT by telephone and e-mail, using specific IT tools relevant to DGT and generally supporting the work of the translators and the head of unit/workflow manager. DGT has a well-organised training programme, particularly in the IT field.

WE LOOK FOR

We are looking for a dynamic colleague, preferably with excellent knowledge of Danish, 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 have IT proficiency and good organisational skills. You should be able to integrate into the team but also to work autonomously and under pressure when needed.
Good command of English is crucial for professional contacts outside the unit and department. Knowledge of French is an asset.

(Reference: Selection reference DGT/COM/2024/1573)

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 erling.nielsen@ec.europa.eu indicating the selection reference DG/COM/2024/1573 in the subject.

No applications will be accepted after the publication deadline.

(Reference: Selection reference DGT/COM/2024/1573)

ANNEX

1. Selection

> ## **Am I eligible to apply?**

<u>You must meet the following eligibility criteria when you validate your application</u>:

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 either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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 EU[1]
- 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).

(Reference: Selection reference DGT/COM/2024/1573)

➤ 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 applicants[2].

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 Danish and English and possibly in 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)/2(d) of the** Conditions of Employment of Other Servants**, in function group AST/SC.**

---

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

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.

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.