



## European Commission

**Vacancy notice COM/2024/346 (Status: Published)**

### **TRANSLATOR (AD5/AD12)**

DGT.A.MT.1 Maltese-language unit 1

LUXEMBOURG(Luxembourg)

COM number: COM/2024/346

Publication: from 06/02/2024 to 13/03/2024 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

### **Job Properties**

Job ID:	438199
Job available from:	04/01/2024
Management job:	no
Budget:	Administration
Security clearance required:	no

### **We are**

Unit MT-1, is based in Luxembourg and is one of the two units of the Maltese Language Department of the European Commission's Directorate-General for Translation (DGT). We are responsible for the translation into Maltese, from all EU official languages (mostly from English), of documents received from DGs, Commissioners' Cabinets and other services of the European Commission. We deal with legislation, policy documents, press releases and material for the public on a very wide spectrum of domains of relevance to the life of EU citizens. Some examples are

- country specific reports;
- the State of the Union speech;
- the European Semester;
- international partnership and trade agreements;
- political strategy documents;
- descriptions of the domestic laws of the Member States;
- financial documents and documents related to the economy and financial services;
- policy initiatives on migration and home affairs as well as civil protection and humanitarian aid.

### **We propose**

We offer a challenging and stimulating position working with the European Commission, the executive of the European Union, where most of the legislative proposals and all implementing legislation and technical standards originate. The successful candidate will translate legal, technical, administrative, communication and policy documents for the European Commission. They will also perform other tasks related to translation, such as the revision of other colleagues' work, and the revision of outsourced translations, and contribute to other horizontal initiatives of the Department like terminology and work on translation resources. The position offers the possibility to work in a friendly and dynamic team. We encourage training development, and we provide a wide-ranging training offer aimed at improving the individual's and team's capacity to deal with various work situations, being soft skills, IT skills or specialised thematic skills. We promote a healthy work-life balance. We also offer hybrid working arrangements through a mix of telework and work from office.

## We look for

We are looking for a new colleague to take up an interesting and challenging post as a translator. We are looking for a dynamic and motivated colleague who has an excellent command of Maltese and an excellent knowledge of English and at least another EU official language. Team spirit, resilience, ability to work under pressure and with tight deadlines as well as flexibility are required. We seek someone with a sense of responsibility and a drive to perfect and expand his or her skills. Translation experience in our policy areas would be an asset. As an early adopter of cutting-edge language technologies, DGT offers its translators the opportunity to work with the newest translation technology. Therefore digital skills and knowledge of IT tools generally used in the translation industry are considered an asset. Candidates should be willing to adapt to technological developments in DGT.

## Recruitment policy

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential.

Officials with a type of post of the person "Administrator" (AD5-AD7) or "Principal Administrator" (AD8-AD12) can apply for this job.

Officials whose type of post of the person is:

- "Senior Administrator in transition" (AD14) or
- "Principal Administrator in transition" (AD13),

can show their interest for this job. In case of selection, they will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

- 'Head of Unit' (AD9-AD12) can also apply. If selected, the official with this type of post of the person accepts to opt out and to be reassigned to a non-management post under the supervision of a head of unit.

In the case of inter-institutional mobility, only officials in the function group AD in grades AD5 to AD12 can apply for this job.

For officials working in another Institution than the Commission, a certificate confirming function group, grade and status as an official has to be provided.

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, all individuals whose duties may require them to have access to the EU classified information shall be security authorised to the relevant level (EU secret) before being granted access to such EU classified information.

Given that the European Commission regularly handles sensitive and classified information requiring a high degree of confidentiality, it is within the interests of the service that some staff members working in the translation services have the appropriate security clearance to translate documents containing such sensitive and classified information.

Therefore, applicants in this recruitment procedure may be required to undergo a security clearance procedure, according to the above-mentioned Commission Decision (EU, Euratom) 2015/444. They should be prepared to undergo the relevant security clearance procedure, if and when required. A National Security Authority of the Member State of the candidate's nationality carries out such a security clearance procedure. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying for this post.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

## Contacts

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## **How to apply**

Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

### Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

This email address is linked to a functional mailbox and can only process messages with the "Normal" sensitivity option; emails sent with other Sensitivity Options (e.g. "Personal", "Private", "Confidential" or encrypted mails) cannot be processed. Please therefore select the "Normal" sensitivity option.

HR-LUX-OFFICIALS-TA-DGT@ec.europa.eu

### **Closing date**

The closing date for registration is 13/03/2024. Registration will not be possible after 12:00 noon Brussels time.

### **Eligibility criteria and other important information**

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?ln=en>



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version438199 in *DGT.A.MT.1*  
Valid from04/01/2024until

#### Job Profile

##### **Position**

ADMINISTRATOR

##### **Job title**

Translator

##### **Domains**

###### **Generic domain**

TRANSLATION

###### **Intermediate domain**

LINGUISTICS

###### **Specific domain**

##### **Job Family**

Linguistics

##### **Sensitive job**

No

##### **Overall purpose**

To translate documents needed by the Commission in the framework of its mission. To revise, review, evaluate and validate translations of such documents. These duties are in principle carried out in the mother tongue or major language of the jobholder. To carry out any other linguistic or administrative duties needed for the efficient operation of the Directorate General, in particular in the areas of internal communication, quality and information management, the use of translation tools, training and knowledge-sharing. The legal bases for all these duties are Council Regulation 1/58 and Article 24 of the Treaty on the Functioning of the European Union (TFEU).

## Functions and duties

### + TRANSLATION

- To translate from at least two official languages (EN should be among them) documents requested by the Commission.
- To revise, review, evaluate and validate translations made by internal or external translators of documents requested by the Commission.
- To revise, review and evaluate machine translations.
- To edit originals in the major language of the jobholder.
- To localise translations in the major language of the jobholder.
- To meet the quality requirements set out in DGT's guidelines and frameworks.

### + LANGUAGES and LINGUISTICS

- To participate in the pre-processing of documents.
- To carry out other duties required in the framework of the Directorate General's mission; in particular, mentoring and assisting less experienced colleagues, managing and coordinating temporary or permanent translator teams, carrying out terminology work and ensuring linguistic and terminological consistency and harmonisation.

### + LANGUAGES and LINGUISTICS

- To contribute to the testing and development of new IT tools for DGT or new versions of existing DGT IT tools.
- To contribute to the continuous upgrade of the digital skills of the department and unit members, including the jobholder's digital skills.
- To organise, coordinate and supervise translation projects, included as lead translator across departments.

### + HORIZONTAL COORDINATION

- To organise or facilitate professional exchanges and interactions among colleagues of the same unit and department, across language departments, with requesting services and with other institutions in order to improve work practices, communication, efficiency and job satisfaction, including the coordination of joint working groups, on a permanent or ad hoc basis.
- To promote tasks related to DGT missions and multilingualism.

## Job requirements

### Experience"

#### + LANGUAGES, TRANSLATION

Job-Related experience: at least 2 years

Qualifier: desirable

Experience in translation or one or more of the Commission's areas of activity. Legal competencies would be an advantage.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Maltese	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1

## **Knowledge**

- **LANGUAGES and LINGUISTICS**
  - LINGUISTICS**  
*Language technology: text analysis, information extraction, information retrieval and multilingualism*
  - MULTILINGUALISM**  
*Multilingual communication*
  - TRANSLATION**  
*Translation procedures*  
*Translation techniques*
- **MULTILINGUAL and TERMINOLOGY RESOURCES**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools and systems for LEGISLATION*
  - IT tools and systems for TRANSLATION SUPPORT*
  - IT tools and systems for SECURITY, COMMUNICATION and ENCRYPTION*
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- **INTER-INSTITUTIONAL RELATIONS**
  - Administrative rules and procedures of the institutions of the European Communities*
  - Written procedures in EU Institutions*
  - Inter-institutional procedures*

## **Competences**

- **Analysing and Problem Solving**
  - Capacity to analyse and structure information*
  - Creativity*
- **Communicating**
  - Ability to understand and be understood*
  - Capacity to communicate technical or specialised information*
  - Drafting skills*
- **Delivering Quality and Results**
  - Ability to work in a proactive and autonomous way*
  - Capacity to act upon problems*
  - Eye for detail / Accuracy*
- **Learning and Development**
  - Flexibility (openness towards new demands, etc.)*
  - Open mindedness*
  - Self-development*
- **Prioritising and Organising**
  - Capacity to deliver in a structured way*
  - Coordination skills*
  - Planning capacity*
- **Resilience**
  - Perseverance*
  - Stress resistance*
- **Working with Others**
  - Ability to work in a team*
  - Confidentiality*
  - Knowledge sharing*
  - Sociability skills*

## **Job Environment**

**Organisational entity**

*Presentation of the entity:*

The Maltese Language Department and our mission at DGT is to translate documents needed by the Commission into the Maltese language. Documents are mostly drafted in English or French and concern subjects covering all activities of the European Union. Staff is presently mainly grouped in two units based in Luxembourg.

**Job related issues**

- Atypical working hours
- Specialised Job

**Missions**

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

**Workplace, health & safety related issues**

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

**Other**

*Comments:*