



European Commission

Vacancy notice COM/2024/348 (Status: Published)

LINGUIST AGENT (SC1/SC6)

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

LUXEMBOURG(Luxembourg)

COM number: COM/2024/348

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:	438844
Job available from:	12/01/2024
Management job:	no
Budget:	Administration
Security clearance required:	no

We are

Unit MT-1, based in Luxembourg, is one of the two units of the Maltese Language Department of the European Commission's Directorate-General for Translation (DGT). It is responsible for the translation into Maltese, from all EU official languages, of the documents received from DGs, Commissioners' Cabinets and other services of the European Commission on the main following areas: administration, anti-fraud, budget, civil protection and humanitarian aid, communications, competition, external action, finance and the economy, financial services, foreign policy, information technology, infrastructure and logistics, internal audits, international partnerships, justice, languages, legal services, migration and home affairs, neighbourhood and enlargement, personnel, political strategy, recruitment, regional policy, and trade. Most source documents are in English and, to a lesser extent, in French.

We propose

The main focus of the job is on processing efficiently the unit's daily workflow of incoming and outgoing documents (i.e. originals and translations, including versions), according to DGT policy and to the instructions received from the head of unit. A substantial part of the translation work is outsourced, and this involves different workflows, IT applications and processes. The job therefore requires constant communication with colleagues within the unit, other colleagues within DGT (such as the planning unit), the requesters (usually in other Commission departments) and external stakeholders (such as DGT's contractors). Another key aspect is providing support to translators so that they can focus on linguistic work. Lastly, the job also includes traditional tasks of secretarial support, but only occasionally. To support its workflows and linguistic work, DGT uses both off-the-shelf software and bespoke IT platforms. In order to facilitate the integration of newcomers, DGT has a comprehensive training portfolio, particularly in the IT field.

We look for

We are looking for a dynamic and motivated linguist agent, with good command of Maltese, good IT skills (and eagerness to learn new IT tools), good communication skills and a service-minded attitude. You will be working as part of a small team of agents/assistants, and in close collaboration with the translators, in a mainly Maltese-speaking environment. You should be a

Mar 4, 2024 12:34 PM

committed team player but also able work autonomously and under pressure when needed. A good command of English is crucial for professional communication outside the unit and department. Knowledge of French would be an asset.

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 in function group AST/SC, with a type of post of the person "Secretary/Clerk", can apply for this job.

Officials whose type of post of the person is:

- "Support Agent in transition" (ex-D AST1-5),
- "Administrative Assistant in transition" (ex-C AST1-7) or
- "Assistant in transition", recruited as AST1 or AST2 after 01/05/2004,

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.

In the case of inter-institutional mobility, only officials in the function group AST/SC with grades from SC1 to SC6 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.

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

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

Contacts

Name	Phone number	Email
Ian ZAMMIT	(352)430134172	ian.ZAMMIT@ec.europa.eu

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 version438844 in *DGT.A.MT.1*
Valid from12/01/2024until

Job Profile

Position

ADMINISTRATIVE AND TECHNICAL SUPPORT

Job title

Linguist Agent

Domains

Generic domain

TRANSLATION

Intermediate domain

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job Family

Linguistics

Sensitive job

No

Overall purpose

To assist the Head of Unit in the implementation and follow-up of administrative and personnel rules and procedures as well as the various procedures related to translation activities, in order to deliver the expected outputs and achieve the unit's objectives in accordance with the official standards. To provide general administrative support to the members of the unit and the department. To carry out any other linguistic or administrative duties needed for the efficient operation of the unit or the Directorate-General.

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- To support the internal management and administrative handling of translation requests in the unit.
- To provide assistance in the preparation of translations and other language products and in the use of the IT tools.
- To support the management and handling of outsourced assignments, in collaboration with the Head of Unit and the unit members, using the appropriate IT tools.

+ TRANSLATION

- To screen originals and pre-processing reports for references to background documents linked to translation.
- To request alignments, check their quality and correct them, if necessary.
- To finalise documents from the point of view of typography and page-layout taking into account the format of the original, as well as consistency between text titles and tables of contents; footnotes, figures, etc.
- To assist in the maintenance of translation project memories.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- To manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities.
- To provide administrative assistance with job descriptions, appraisal reports, promotion exercises and/or training plans and the recruitment and arrival of new officials.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- To provide assistance to the Head of Unit in the management of the service by answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and outlook calendar.
- To take and prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall unit's activity.
- To provide assistance in the organisation and reporting of meetings, including reservation of rooms, checking/sending agenda, compilation of handouts and drafting and follow-up of minutes.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- To contribute to the testing and development of new IT tools for DGT or new versions of existing DGT IT tools and to the continuous upgrade of the jobholder's digital skills.
- To provide assistance in the organisation and coordination of translation projects.

+ COMMUNICATION and PUBLICATION

- To facilitate internal communication within the unit and department as well as with outside stakeholders.
- To assist in welcoming and informing outside visitors in accordance with security regulations.
- To manage the unit's functional mailbox and send requested information and documents.

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 1 year

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B1	B1	B1	B1	B1
Maltese	C1	C1	C1	C1	C1

Knowledge

- **LANGUAGES and LINGUISTICS**
LINGUISTICS
Language technology: text analysis, information extraction, information retrieval and multilingualism
- **INFORMATION and DOCUMENT MANAGEMENT**
DOCUMENT MANAGEMENT
Document workflow management
LIBRARIES and ARCHIVES
ARCHIVING
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for OFFICE AUTOMATION
IT tools and systems for TRANSLATION SUPPORT

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
- **Communicating**
Ability to understand and be understood
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Client orientation
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
Open mindedness
- **Prioritising and Organising**
Capacity to deliver in a structured way
- **Working with Others**
Ability to work in a team
Confidentiality
Knowledge sharing

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: