

NOTIFICATION OF OPEN COMPETITION CONS-COMM/AD/433
ORGANISED BY THE GENERAL SECRETARIAT OF THE COUNCIL AND
THE EUROPEAN COMMISSION
IN THE FIELD OF TRANSLATION (IRISH LANGUAGE)

The following open competition is being organised by the General Secretariat of the Council of the European Union and the European Commission on the basis of qualifications and tests to fill **two** vacancies, one at the Council and one at the Commission, for

HEADS OF UNIT (AD12)
in the field of translation
having Irish as main language

The place of employment is Brussels, and recruitment will be at grade AD 12. The basic salary is EUR 9 945,89 per month. In addition to the basic salary, which is subject to Community taxation and exempt from national taxation, certain allowances may be payable as laid down in the Staff Regulations of Officials of the European Communities.

The duties to be performed require security clearance allowing access to classified documents (SECRET UE level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2001/264/EC of 19 March 2001.

TABLE OF CONTENTS

- I. DUTIES
- II. ELIGIBILITY
- III. ORGANISATION OF THE COMPETITION
- IV. HOW TO APPLY
- V. SUBMISSION OF APPLICATIONS
- VI. GENERAL INFORMATION

ANNEX I: Requests for reconsideration – Appeals procedures – Complaints to the European Ombudsman

ANNEX II: Application form

I. DUTIES

The main activity involves management duties as head of unit under the authority of a Coordinating Head of Unit/Head of Department and the Director. The duties fall into three main categories:

Management and attaining objectives

- Helping to formulate and implement the strategies and procedures of the linguistic service and of the directorate.
- Defining the unit's strategic objectives and approving its operational work programme.
- Determining and monitoring the organisation of the unit's work and ensuring the efficient distribution of tasks and responsibilities between members of the unit so as to achieve the expected results.
- Analysing and optimising procedures and workflows within the unit so as to attain the objectives set.
- Assessing the extent to which objectives have been attained with the help of appropriate indicators and drafting management reports on the results achieved.
- Checking that decisions and operations comply with the rules and official procedures.

Personnel and resource management

- Ensuring efficient personnel management in the unit in line with the institution's human resources policy. This involves in particular drawing up job descriptions, evaluating staff performance and examining individual objectives and training programmes, and approving, authorising and giving opinions on personnel management matters such as leave or part-time working.
- Creating and fostering the development of effective teams.
- Developing genuine team spirit in the unit by creating and strengthening the sense of working together towards common goals.
- Identifying possible sources of tension in the unit and taking personal initiatives to resolve conflicts.
- Developing the efficiency and quality of teamwork by encouraging the individual skills of team members and acting as coach.

Managing relations - communication, coordination, consultation, representation and negotiation

- Establishing and maintaining interactive dialogue in the unit so that staff are properly informed about the major policy and strategic aspects and receive appropriate feedback on their work.
- Contributing to internal communication and the dissemination of knowledge within the directorate general and other departments of the Community institutions.
- Providing regular reports and advice on legal and/or policy developments and the outcome of discussions and negotiations.
- Advising, coordinating and/or negotiating with other departments on matters relating to the unit's work.
- Representing the unit or department on advisory, management or regulatory committees, relevant working parties or other ad hoc bodies.
- Representing the department vis-à-vis representatives of the Member States and other countries, or in public and private international organisations, as regards matters relating to the unit's work.

The Head of Unit will have overall managerial responsibility for quality evaluation in the unit (involving i.a. revision of translation for the European Commission) and must have an excellent sense of organisation and be open to and have a good knowledge of new technologies, in particular those relating to translation.

The General Secretariat of the Council and the European Commission place particular importance on the ability of applicants to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. The Head of Unit will have to show initiative and imagination and be highly motivated. He/she should be able to work frequently under pressure, both alone and in a team, and adjust to a multicultural working environment. The chosen candidate will also be expected to undergo career-long development of professional skills.

II. ELIGIBILITY

To be admitted, applicants must fulfil the conditions for admission set out below.

A. General conditions

Applicants must:

- be nationals of one of the Member States of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws on military service;
- be able to produce the appropriate character references as to their suitability to perform the duties envisaged.

The competition notice does not set any age limit, but please note the information in Section VI (vii) concerning the retirement age.

B. Specific conditions

(i) Degrees and diplomas

Applicants must:

have a level of education corresponding to a full cycle of university studies, as evidenced by a diploma, where the normal duration of such studies is four years or more,

or

have a level of education corresponding to a full cycle of university studies, as evidenced by a diploma, and appropriate professional experience of at least one year¹ where the normal duration of such studies is at least three years.

(ii) Professional experience

Applicants must have at least **12 years'** professional experience relevant to the duties in question, with **3 years** in a personnel management function as described in point I.

Professional experience will be assessed according to the level of responsibility that applicants have exercised in terms of management of both resources and services.

¹ This year of experience will not be taken into account when assessing the professional experience required under point (ii).

(iii) Knowledge of languages

Applicants must have a thorough knowledge of one of the official languages of the European Union ² and a satisfactory knowledge of another to the extent necessary to carry out the duties to be performed³.

In the interest of the service and in view of the areas of activity covered, applicants must have a good command of Irish and English.

A satisfactory knowledge of French will be an asset.

² The official languages of the European Union are Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

³ Applicants are informed that, in accordance with Article 45(2) of the Staff Regulations, officials must be able to demonstrate their ability to work in a third language before their first promotion after recruitment.

III. ORGANISATION OF THE COMPETITION

ELIGIBILITY

- (i) Applications will be examined in detail and checks made to ensure that the requirements set out in the notice of competition have been fulfilled (see point II.A).

Applicants who have not made use of the compulsory application form, or who have not signed it or have not supplied all the supporting documents required (see point IV, (ii)) by the closing date for submission of applications will not be admitted to the competition.

- (ii) The selection board will examine the qualifications and professional experience of the applicants and will draw up a list of applicants admitted to the written tests (see point II.B).

A scale from 0 to 40 points will be drawn up by the board. Only the applicants with the marks over the required minimum mark of 24 will be admitted to the written tests.

WRITTEN TEST

- (iii) The written test will consist of a translation from English into Irish of a general text of approximately 45 lines long relating to the activities of the European Union. The purpose of this test is to assess the applicants' language skills. The use of a non-electronic dictionary will be permitted.

This test will be marked out of 20 (pass mark: 10)

Time allowed: 2 hours

ORAL TEST

- (iv) The interview with the selection board will be held in English, Irish, and possibly French for applicants who have indicated knowledge of French. The interview with the board will enable them to assess:

- the applicant's ability to perform the duties listed in point I above, focussing in particular on managerial aspects;
- the motivation of the applicants and their ability to adapt to working within the European public service in a multicultural environment.
- the qualifications mentioned in point II.B (ii) above;
- the language knowledge mentioned in point II.B (iii) above;

This test will be marked out of 80 (pass mark: 48).

RESERVE LIST

- (v) Following the competition, the selection board will place on the reserve lists the names of the six candidates with the highest aggregate marks in the written and oral tests and at least the pass mark in each. This list will be in alphabetical order. An applicant's inclusion on the list is not a guarantee that he/she will be recruited. An applicant may be recruited only for a post corresponding to the duties described in point I. This list will expire on 31 December 2011. It may be extended. Other institutions may also recruit from this reserve list.

MISCELLANEOUS

- (vi) Applicants will be informed individually in writing of the action taken on their applications at each stage of the procedure.
- (vii) A financial contribution will be made to the travel and subsistence expenses of applicants participating in the tests, in accordance with the rules applying to competitions organised by the General Secretariat of the Council and the European Commission.

IV. HOW TO APPLY

- (i) To be admitted to the competition, applicants must send in their application forms, duly completed, signed and accompanied by the supporting documents required by **3.6.2009** at the latest, the postmark being taken as proof.

To make it easier to examine their applications, applicants should compile a full list of the documents produced and attach it to their applications. The documents should be numbered.

Applicants must send in copies of the appropriate documents (copies of diplomas or certificates) and all relevant documentation with their applications in order to enable the Board to verify that they fulfil the specific conditions under point II. Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

In your application you may not refer to any previous application forms submitted or any other documents enclosed with such applications. None of the documents submitted with your application will be returned. However, the Board reserves the right to request the original of any supporting document at the time of the tests, to check its authenticity.

(ii) **Supporting documents required**

- a copy of a document proving your nationality (e.g. your passport, identity card or any other official document specifying your nationality. This nationality must have been obtained no later than the closing date for application);
- a detailed curriculum vitae;
- a copy of the diploma(s) attesting successful completion of your studies required under point II.B (i);
- the professional experience required in point II.B (ii) must be attested to by one or more of the following documents:
 - employers' references, work contracts or certificates, letters or certificates of recruitment, clearly indicating the level and exact nature of the duties carried out, particularly the level of responsibility you exercised in terms of management of both human and other resources (level of position within the company, number of people under your responsibility, etc.);
 - if the professional activity has not ended, the most recent payslip as proof of length of service;
 - proof of activity as a self-employed person (e.g. tax returns, VAT declarations, extract from the commercial register, social security, invoices);
- applicants must produce appropriate supporting documents (diplomas, certificates, etc.) to show that they fulfil the language knowledge conditions set out under point II.B (iii). If the language skills are not documented by a diploma or a certificate, the applicants must explain fully and in detail, on a separate sheet of paper, how they acquired such knowledge.

V. SUBMISSION OF APPLICATIONS

It is the applicant's responsibility to make sure that the application form⁴ included in this Official Journal, duly completed, signed and accompanied by all the supporting documents mentioned in point IV (ii), is sent by post, preferably registered, to the following address by the closing date (the postmark will serve as proof of the date of sending): The General Secretariat of the Council of the European Union, Recruitment Service, Rue de la Loi/ Wetstraat 175, B-1048 Brussels. Applications should be sent by 3.6.2009 at the latest, the postmark being taken as proof.

Applicants are reminded that failure to sign their application forms for the competition or to send the supporting documents required for admission to the competition within the time limit laid down will result in their exclusion from the competition.

⁴ For practical reasons, this form is drafted in English only.

VI. GENERAL INFORMATION

(i) Equal opportunities

The General Secretariat of the Council and the European Commission apply an equal opportunities policy and accept applications without any discrimination, such as that based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, wealth, birth, disability, age, sexual orientation, marital status or family situation.

(ii) Selection Board

A selection board is appointed for each competition. It is composed of members designated by the administration and by the Staff Committee.

(iii) Indicative timetable

For information, the competition is held over a period of about six months from the deadline for applications.

(iv) Requests for reconsideration – Appeals procedures – Complaints to the European Ombudsman

Please refer to the Annex.

(v) Conditions of recruitment

A successful applicant on the reserve list to whom a post is offered must subsequently produce, the originals of all the documents required, in particular his/her qualifications, so that copies can be authenticated.

Recruitment will take place in accordance with the statutory provisions and the budget resources available.

Article 29(1)(b) of the Staff Regulations of officials refers to the possibility that at any time in his/her career an official may request a transfer to another institution or agency.

Applicants' attention is, however, drawn to the fact that, with due regard for the interests of the service, the transfer of newly recruited officials before the end of a three-year period following their entry into service is possible only in exceptional cases and for duly substantiated reasons, each individual case being subject to the agreement of the institution or agency of origin and of the receiving institution or agency.

In view of the specific nature of the duties to be performed and in the interest of the service, the applicant recruited will normally be assigned for a minimum of six years to the specific duties for which he/she was recruited.

(vi) Remuneration

Basic monthly salary at 1 July 2008:
Grade AD 12, first step: EUR 9 945,89.

The salary step at which an applicant is recruited may, however, vary according to his/her professional experience; furthermore, the basic salary is, in certain circumstances, increased by personal allowances.

(vii) Retirement

Applicants should note that the rules on the retirement age for staff laid down in the Staff Regulations are as follows:

Officials are retired:

- either automatically at the age of 65 years,
- or, at the official's own request, at the age of 63 years or where the official is between 55 and 63 years of age and satisfies the requirements for immediate payment of a pension,
- exceptionally, at the official's own request and where it is considered to be in the interest of the service, at not later than the age of 67.

(viii) Data protection

As the institution responsible for organising the selection procedure, the General Secretariat of the Council and the European Commission ensure that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

The selection procedure is conducted under the responsibility of the Recruitment Service of the Human Resources Directorate (DGA 1 A), of the General Secretariat of the Council. Information submitted by applicants will be accessible to members of staff in the General Secretariat involved in the selection of applicants for the vacancy in question.

For the purposes of the selection procedure applications and supporting documents will be kept by the General Secretariat of the Council for a maximum period of two years.

In the event of a dispute, complaints may be addressed to the European Data Protection Supervisor.

ANNEX

REQUESTS FOR RECONSIDERATION – APPEALS PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the competition, you consider that a decision adversely affects you, you may have recourse to the following means:

– **Request for reconsideration**

Within thirty days of the date of the letter communicating the decision, you may submit an application for reconsideration by sending a letter setting out the reasons to the following address:

Council of the European Union
Recruitment Service
For the attention of the Chairman of the Selection Board for competition COUNCIL/AD/433
Rue de la Loi/Wetstraat 175
B-1048 BRUSSELS.

The Recruitment Department will forward it to the Chairman of the Selection Board if it falls within his competence, and a reply will be sent to you as soon as possible.

– **Appeals**

– You may either bring a case to:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg

under Article 236 of the Treaty establishing the European Community and Article 91 of the Staff Regulations of Officials of the European Communities;

– or submit a complaint, under Article 90(2) of the Staff Regulations of officials of the European Communities, to:

Council of the European Union
Directorate Advisers Unit (DGA 1B)
Rue de la Loi/Wetstraat 175
B-1048 BRUSSELS.

The time allowed for these two types of procedure is three months starting with the communication of the act adversely affecting you.

You should note that the appointing authority is not competent to change the decisions of a competition selection board.

In accordance with established case law, the broad discretionary power of selection boards in competitions is subject to review by the Community court only in the event of an obvious infringement of the rules governing proceedings.

– **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may make a complaint to

European Ombudsman
1, avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in *Official Journal of the European Communities* L 133 of 4 May 1994.

You should note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community.

COUNCIL OF THE EUROPEAN UNION

General Secretariat
 Rue de la Loi 175
 B-1048 Brussels

**APPLICATION FORM
 FOR COMPETITION CONS-COMM/AD/433**

A. PERSONAL DATA

1.	SURNAME: Forenames:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
----	--	---

2.	Postal address:	
	Street and number:	Postcode:
	Town/City:	Country:
	E-mail address:	
	Telephone:	

3.	Nationality:	Date of birth:
----	---------------------	-----------------------

4.	First language: GA: <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair EN: <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair FR: <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair
----	--

B. EDUCATION

Institution	Institution
from (month/year):	from (month/year):
to (month/year)	to (month/year):
Degree(s) or diploma(s) obtained:	Degree(s) or diploma(s) obtained:

Institution	Institution
from (month/year): to (month/year):	from (month/year): to (month/year):
Degree(s) or diploma(s) obtained:	Degree(s) or diploma(s) obtained:

C. PROFESSIONAL EXPERIENCE:

CURRENT POSITION:	
Since (month/year):	
Company/Organisation:	
Position:	

PREVIOUS POSITIONS:	
From (month/year): to (month/year)	
Company/Organisation:	
Position:	
From (month/year): to (month/year)	
Company/Organisation:	
Position:	

I hereby declare that:

- **I am a national of one of the Member States of the European Union;**
- **I enjoy my full rights as a citizen;**
- **I have fulfilled any obligations imposed on me by the laws on military service;**
- **I am able to produce the appropriate character references as to my suitability to perform the duties envisaged.**

Date:

Signature: