

**NOTICE OF VACANCY**  
**Ref. CONS/AD/060**

The General Secretariat of the Council of the European Union is seeking to fill vacancies for

**MALTESE LINGUISTIC ADMINISTRATORS**

in its Directorate DG A III : Translation and Production of Documents - Maltese Language Unit, based in Brussels.

The successful applicants will be offered contracts as temporary Council staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants, working in Brussels for a period to be defined not exceeding four years (including a probationary period of 6 months) and renewable only once for a further period not exceeding two years. Recruitment will be at grade AD5 with a basic monthly salary of EUR 4 012,00 (first step).

**1. Job description**

- Translate texts into Maltese from English or French. These texts are mainly political, legal, economic, financial, scientific or technical in nature, are frequently demanding and encompass all the spheres of activity of the European Union.
- Carry out terminology research which is necessary for translation, in particular by using the various documentary and terminology databases which are in use at the Unit.

**2. General qualifications required**

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 concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties.

### 3. Specific qualifications required

Applicants must:

- have a level of education which corresponds to completed university studies of at least three years attested by a diploma of university level;
- have a detailed knowledge of Maltese and a very sound knowledge of either English or French;
- be fully conversant with computers and office technology.

This post requires initiative and motivation, as well as the ability to work frequently under pressure, both independently and as part of a team, and to adjust to a multicultural working environment.

### 4. Selection procedure

In order to assist the Appointing Authority in making its choice, an Advisory Selection Board will be set up with instructions to draw up a list of the best candidates. The Board will initially examine applicants' qualifications and experience and those shortlisted will be invited for translation tests and interviews.

### 5. Conditions and applications

Applications should be sent, preferably by registered mail, to the Selection and Recruitment Department, General Secretariat of the Council of the European Union, rue de la Loi 175, 1048 Brussels, **no later than 04/01/2008**, the postmark being taken as proof.

Applications will be considered only if they are fully documented and include:

- (a) the application form (Annex I) duly completed and signed;
- (b) a detailed curriculum vitae covering the applicant's whole career and indicating, inter alia, qualifications, knowledge of languages, experience and current duties and
- (c) supporting documents relating to diplomas and professional experience (photocopies only).

**None of these documents will be returned.**

Applicants must fulfil all the admission requirements at the time of applying.

N.B. The post involves security clearance allowing access to classified documents (level SECRET UE). Having such clearance would be an advantage. Otherwise, those applying for the post could be asked to undergo security screening under Council Decision No 264/01 of 19 March 2001.

**6. Data protection**

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are treated as required by Regulation (EC) No 45/2001 of the European Parliament and of 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 Human Resources Directorate (DGA I A), Selection and Recruitment Department, 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 candidates 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.

**7. Equal opportunities**

The European institutions apply an equal opportunities policy and accept applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

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**COUNCIL OF THE EUROPEAN UNION**

General Secretariat  
Rue de la Loi 175  
B-1048 Brussels

1. **Surname:**  
.....

2. **Forenames:**  
.....  
(underline forename usually used)

3. **Sex:**  
 male  
 female

4. **Address:**  
.....  
**e-mail address:**  
.....  
**Tel:**  
.....

5. **Nationality:**  
.....

6. **Date of birth:**  
.....

7. **First language: .....**

<b>EN:</b>	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair
<b>FR:</b>	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair

8. **Keyboard:**

Azerty

Qwerty

**DECLARATION:**

I, the undersigned, solemnly declare that the statements made on this application form are true and complete.  
I agree to undergo the statutory medical examination to establish whether I fulfil the physical conditions required for the performance of the post for which I have applied.

Date:

Signature: