

## **NOTICE OF VACANCY**

**Ref. CONS/AST/061**

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

### **MALTESE-LANGUAGE SECRETARIES**

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

The successful applicants will be offered a contract as a temporary staff member, on the basis of Article 2(b) of the Conditions of Employment of Other Servants, in Brussels for a period to be determined not exceeding four years (including a probationary period of six months). This contract may be renewed pending the results of an EPSO competition for permanent staff. Recruitment will be at grade AST 1 with a basic monthly salary of EUR 2 448,17 (first step).

#### **1. Job description**

Carrying out all secretarial tasks in a language unit, and in particular:

- carrying out word-processing tasks and providing assistance to Maltese-language translators and legal/linguistic experts: preparing, compiling and producing different types of Council documents, requiring the use of new technologies in particular;
- on a rota basis, carrying out tasks in connection with the coordination and distribution of work within the unit (teamwork): recording the flow of documents and following up contacts with other Council departments;
- any other secretarial or management tasks which may arise;
- short-term secondments to other Council departments for secretarial tasks.

The execution of these tasks requires a willingness to work periods of stand-by duty outside normal working hours (nights, public holidays).

## 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 followed a course of higher education, attested by a diploma, relevant to the nature of the duties described in section 1, or secondary education, attested by a diploma giving access to higher education, followed by at least three years' professional experience, relevant to the nature of the secretarial duties described;
- have a thorough knowledge of Maltese and a sufficient knowledge of French or English;
- have a sound knowledge of computer tools and office technology.

## 4. Selection procedure

In order to assist the Appointing Authority in 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 secretarial 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 in accordance with 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 vacancies 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 operate 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

**APPLICATION FORM  
VACANCY CONS/AST/061 (MT)**

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 : .....**  
**EN :**       excellent       very good       good       fair  
**FR :**       excellent       very good       good       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 verify that I am physically fit to perform the proposed duties.

Date :  
Signature :