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Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# Linguist Agent

## DGT of the European Commission

**Selection reference: DG/COM/2024/133**

**Domain\*:** Translation

**Where:** Unit DGT.B.PT.1 - „unit PT.1 in the Portuguese Language Department“, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d – Linguistic Agent / Secretary

**Grade:** AST/SC 1

**Publication deadline:** 29.02.2024 - 12.00 (Brussels time)

### WE ARE

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Unit B.PT.1 is one of the two Units of the Portuguese Language Department of the European Commission's Directorate-General for Translation (DGT). Based in Brussels, its mission is to provide the Commission's Directorates-General and Services with high quality translations of written material from all the EU official languages and various non-EU languages into Portuguese.

Occasionally, it has to provide translations and written summaries out of Portuguese into English (mainly) and French (rarely). We translate texts for different requester DGs as well as for the Commission's Secretariat General in a wide variety of subject areas ranging from agriculture and fisheries to economic and financial affairs, as well as environment, energy, climate, communication networks and technology, migration and home affairs, external relations.

Our customers are the following Directorates-General and Services, and the corresponding Commissioners' Cabinets:

CLIMA, CNECT, DIGIT, ECFIN, ECHO, EDPS, EEAS, ENER, ENV, EPSO, FISMA, FPI, HOME, HR, IAS, IDEA, INPTA, JRC, MARE, NEAR, OIB, OLAF, PMO, RTD, SG, SJ, UKS.

The Unit currently consists of 22 translators and 3 assistants.

### WE PROPOSE

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Unit DGT.B.PT.1 is seeking to hire one linguistic agent.

We are proposing a challenging and diverse job with a variety of tasks. The selected candidate will be a member of the secretariat and will mainly help with the general workflow of the Unit supporting the Head of the Unit, the workflow managers and our translators.

The job entails classic administrative and HR tasks (for instance, encoding of leaves or absences, preparing lists of on-duty colleagues, collaborative site management etc.), processing (pre-processing and post-processing) and formatting documents, documentary research, preparing outsourcing files, communicating with requesters and colleagues both inside and outside DGT (DGT's Demand Management Unit, DGT's External Translation Unit, requesting DGs etc.) etc.



The main tools used in the daily work are: MS Office, as well as the DGT-specific IT environment: ManDesk, TrèFLe, TraDesk, Euramis, SDL Studio, Sysper2, Ares, MIPS, LegisWrite, Sharepoint (training courses are provided for all these tools).

## **WE LOOK FOR**

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We are looking for a linguist agent.

The ideal profile for the job is a results-oriented, proactive colleague with an excellent sense of responsibility and initiative. He/she should have good organisational skills and be able to quickly integrate into the team and work autonomously and under pressure.

The selected candidate should be fluent in Portuguese, which is the working language of the Unit. He/she should also have a very good knowledge of English, which is the main language of communication with other DGT/Commission services. The knowledge of French and of other EU languages would be an advantage, as this would facilitate the selected candidate's contacts with colleagues outside the Unit.

The ideal person should have IT skills. Mastering Word is necessary, good knowledge of Excel and/or CAT (Computer-Assisted Translation) tools will be considered an asset. Since the operational knowledge of the DGT-specific tools will be indispensable for the execution of his/her tasks, the selected candidate must be willing to rapidly master them.

Candidates must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education.

## **HOW TO EXPRESS YOUR INTEREST?**

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You should send your documents in a single pdf in the following order:

1. your CV    2. motivation letter    3. duly filled in application form.

Please send these documents by the publication deadline to [Maria.Fortunato-De-Almeida@ec.europa.eu](mailto:Maria.Fortunato-De-Almeida@ec.europa.eu) indicating the selection reference DGT/COM/2024/133 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

#### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

#### Qualifications:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in Portuguese and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST/SC.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.