



European Economic
and Social Committee

VACANCY NOTICE No. **24/T/24**

concerning a temporary position in the AD function group

Directorate T – Translation
Italian Translation Unit

Closing date for applications: **01/07/24 – 12H00**

1. **Vacant post: AD5 – Temporary agent (duration of contract: 2 years¹)**

2. **Duties:**

Temporary agent who, under the authority of the Head of Unit, will perform the following tasks:

- translating into Italian, within the agreed deadlines, documents that are often complex, covering all the spheres of activity of the European Union, from at least two other official languages of the EU;
- ensuring a high level of quality (providing complete, precise and linguistically correct translations that preserve the meaning, essence and aim of the original documents);
- revising, checking and assessing translations carried out by colleagues and external service providers;
- carrying out terminological research using, among other things, the various documentary and terminological databases available and contributing to the terminology work of the unit and the directorate for Translation;
- carrying out one or more specific tasks in the unit (such as correction and editing of originals, acting as IT superuser for the team or language coordinator, etc.);
- participating in other horizontal tasks (training, development of IT tools, etc.).

Who we are:

The European Economic and Social Committee is the voice of organised civil society in Europe. It ensures that the views of employers, workers and civil society organisations are reflected in EU legislation and policies.

The Directorate for Translation (DT) provides translation and other language services to the European Economic and Social Committee and the European Committee of the Regions. Through the common voice

¹ Please note that if you have already had a contract as temporary agent type Art. 2b of the Conditions of employment of other servants of the European Union "CEOS" at the EESC (no matter what grade), a second contract could be envisaged for a maximum of 2 years. If you have already had two contracts as temporary agent type Art. 2b of the CEOS at the EESC (no matter what grade), you are not eligible.

of translation, the DT helps the members of the Committees influence EU decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

The Directorate has a separate language team for each official EU language, and a central Translation Management Unit. The vacant position is in the Italian Translation Unit.

What we offer:

With around 700 staff and 329 Members, the EESC is big enough to offer excellent career opportunities, while remaining a human-scale institution with a flat management structure that puts staff wellbeing at the centre of its priorities.

Key benefits of working in the EESC's Italian Translation Unit include:

- a friendly and dynamic working environment in which autonomy, a sense of initiative and team spirit are valued;*
- an opportunity to work in a directorate that serves two different European institutions, and thus a possibility to familiarise yourself with different European Union (EU) projects and policies;*
- language classes and a wide range of interinstitutional training courses;*
- interdepartmental activities that encourage formal and informal contacts with colleagues from other units;*
- possibility to translate from all EU languages, although English and French are the most frequently used source languages;*
- flexible working hours and opportunities for teleworking, in line with established arrangements.*

3. Qualifications required:

On the closing date for applications, candidates must meet the conditions set out below:

a) Eligibility requirements:

- be a national of one of the European Union (EU) Member States and enjoy full rights as a citizen²;*
- have fulfilled any obligations imposed by national laws concerning military service;*
- fulfil the physical fitness conditions required for the performance of the duties involved³;*
- be below retirement age, which is, for officials and agents of the EU, set at the end of the month in which the age of 66 is reached.*
- have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma⁴,*
- thorough knowledge of and the ability to translate from English and at least one of the following languages: French, German, Spanish. The ability to translate from several of those languages (FR,*

² Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

³ Prior to engagement, the successful candidate will be examined at one of the EU medical centres in order to confirm that the candidate meets the requirements of Article 12(d) of the CEOS.

⁴ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

DE, ES) and in particular from German would be an important further asset. Knowledge of any other EU languages is valued. Translators are required to learn one or more of the other official languages of the EU during their career.

EESC officials are not eligible to apply.

If the eligibility criteria set out in point 3 a) have been met, candidates' applications, including CV and covering letter, will be assessed on the basis of the selection criteria below:

b) Selection criteria:

- a perfect command of the Italian language (mother tongue or equivalent);*
- knowledge of how the EESC and CoR function, their structures, aims and contribution to the EU, would be an asset;*
- a good grasp of current translation-related IT applications (Microsoft Office, SDL Trados Studio or other computer-aided translation tools, etc.) and willingness to further develop in this area;*
- ability to work autonomously and prioritise in accordance with the needs of the language sector/language unit;*
- ability to work in a team and adapt to an international working environment;*
- sense of responsibility and capacity to work well under pressure;*
- experience in translation and quality assessment would be an asset.*

4. How to apply:

Send your CV and cover letter in English or French to eesc-applications@eesc.europa.eu with the reference: LAST NAME and First Name - 24/T/24.