



The Director

## ASSISTANT TO THE DIRECTOR (REF. CDT-AD5-2025/03)

<b>GRADE:</b>	<b>AD 5</b> <b>AD 5 to AD 7 – Interagency candidates</b> <b>AD5 to AD12 – Internal Temporary Agents and Officials</b>
<b>DEPARTMENT:</b>	DIRECTORATE
<b>PLACE OF EMPLOYMENT:</b>	LUXEMBOURG

### 1. BACKGROUND

As the Director's assistant, you keep track of all the incoming files and issues. You lead a small team of professionals with whom you ensure the Director can concentrate on their main objectives. Being a fast learner, you gain in-depth understanding of the ongoing issues, allowing you to give the Director advice on priorities, communication and compile and analyse complex files. Your excellent organisation skills, high ability to keep confidentiality go hand-in-hand with your discretion.

#### Your main duties:

1. People management
  - You distribute tasks among the Director's Secretariat's administrative assistants;
  - You foster an excellent working atmosphere, based on the Translation Centre's values;
  - Working in a small team, you ensure all members of the team can seamlessly back-up each other, which includes ensuring colleagues get to the same level of knowledge, skills and competencies;
  - Looking towards the future, you ensure colleagues grow and get more confident in their ability to perform their tasks at the highest level.
2. Office management
  - Coordinate the activities and ensure the efficiency of the Director's Secretariat;
  - Facilitate the approval of the documents submitted to the Director with a first assessment regarding priority and links with other files;
  - Provide preliminary advice on content matters to the Director on the options presented by the Departments/Sections;
  - Coordinate the drafting of documents, notes, letters, etc. for consideration;
  - Coordinate the preparation of briefing material before meetings with external parties, as well as debriefing after the meetings, when necessary;
  - Coordinate and monitor progress of internal workgroups and summarise feedback to the Director;
  - Establish and maintain good working relationship with external parties (EU institutions and other bodies, EU agencies and EU agencies network coordination, authorities of Luxembourg);

- As the secretary of the Management Board, ensure in particular the planning and organisation of the Management Board meetings, as well as written procedures;
- Facilitate the dissemination among the staff of the relevant decisions or communications, including making sure they are published on Intranet;
- Support the Director in the execution of their tasks, including work related with the internal control framework;
- Coordinate or manage, when requested by the Director, cross-entity projects and activities.

## 2. ELIGIBILITY CRITERIA

To be eligible to take part in this selection procedure, the applicant must, **on XX.XX.2025**, the closing date for applications, meet the following conditions:

- be a national of a Member State of the European Union;
- have a level of education which corresponds to completed university studies of at least 4 years, attested by a diploma<sup>1</sup>;

or

- have a level of education which corresponds to completed university studies attested by a diploma where the normal duration of the said studies is at least three years, and at least one year of relevant professional experience;
- language skills: excellent command of one of the official languages of the European Union and good command of another official language of the European Union, to the extent necessary for the performance of the duties.

The above criteria apply to all candidates. Depending on the organisation you currently work at, the following specifications apply:

### **Inter-agency applicants**

- On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS within their agency in a grade and function group corresponding to grade bracket AD 5 to AD 7;
- Have worked for at least two years at their agency before moving;
- Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group.

### **Internal applicants**

- Be a member of temporary staff engaged under Article 2(f) of CEOS at the Translation Centre in grade AD5 – AD12.
- Be an official at the Translation Centre in grade AD5 – AD12.

## 3. SELECTION CRITERIA

### **ESSENTIAL TECHNICAL SKILLS AND PROFESSIONAL EXPERIENCE:**

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during interviews (and or tests):

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<sup>1</sup> 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 shall be taken into consideration

- . Professional experience in the areas described in section 1. 'Your main duties' ;
- . Professional experience in EU Institutions ;
- . Very strong ability and professional experience with Office tools;
- . Experience with introducing new tools or ways of working to increase efficiency;
- . Experience with managing staff;
- . Excellent command of English (level C1 and above), very good command of another EU official language (level B2 or above).
- . Good knowledge (B2 or above) of French is considered an advantage;

**ESSENTIAL NON-TECHNICAL SKILLS:**

- . Very strong planning and organisational skills;
- . Very strong attention to detail;
- . Ability to analyse simultaneously several complex files and propose meaningful advice to the Director;
- . Strong appetite for new ways of working, aiming at simplification, efficiency and rendering the highest level of service;
- . Ability to translate the Centre's values in day-to-day dealing with internal and external partners;
- . Very strong service-orientation and ability to show flexibility in peak-periods;
- . Very high sense of confidentiality and ability to communicate in a diplomatic way.

CdT's core values, listed below, are essential to our organisation's success. Applicants are expected to embrace and incorporate them in day-to-day behaviour:

- Collaboration: cultivating the ability to focus, align and build effective groups; willingness to share or partner with others and acknowledging the whole being greater than the sum of the parts;
- Respect: treating colleagues, staff, and partners with respect and sensitivity; valuing diversity and drawing upon the different strengths, cultures, ideas, experiences and talents of people; providing equal and fair opportunities for employment, career development and learning, and giving a voice to every team member; ensuring a positive and energising work environment;
- Integrity: being driven by one's commitment and not by personal gain or alliances with vested interests; protecting and promoting the reputation of the CdT; acting with honesty and integrity; not tolerating unethical behaviour and challenging it as a matter of personal responsibility, regardless of one's position in the organisation; maintaining high ethical standards and not abusing power of authority;
- Self-development: taking initiative in learning and implementing new concepts, technologies and/or methods; committing to continually improving of one's own and the

team's skills set by gathering new knowledge, skills and attitudes and by encouraging the team to develop on a continuous basis;

- Change and innovation: having the ability to instigate needed change and to show a positive and open attitude towards change; understanding how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;
- Client orientation: endeavouring to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance; serving both internal and external clients and build sustainable relationships

## 4. SELECTION PROCEDURE

### a) PRE-SELECTION STAGE:

The pre-selection stage will take place in two parts:

- The first part will be based on the above-mentioned 'eligibility criteria' (point 2) and aims to establish whether the applicant meets all the mandatory eligibility criteria and all the formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.
- The second part will take account of professional experience and other aspects mentioned in point 3, 'Selection Criteria'. It will be marked on a scale from 0 to 20 (pass mark: 12).

The selection committee will invite the applicants who have passed the pre-selection stage and achieved the highest scores to sit a written test and attend an interview.

### b) SELECTION STAGE:

The selection stage will follow the procedure described below. It will consist of two tests:

1. A written test (in English or in French) consisting of:

- questions to assess applicants' knowledge in the field of advertised post.

Duration: 1 hour and 30 minutes.

The written test will be marked out of 20 (pass mark: 12).

Applicants may choose either French or English for the written test. Please note that applicants whose main language is French must sit the tests in English and those with English as their main language must choose French.

The test will be held online. Applicants invited to sit the written test will receive all the relevant information in due course.

2. An interview with the Selection Committee:

Organised to assess applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and the desired skills listed in point 3 and in point 1 under: *Your main duties*.

The interview will be performed online and may take place on the same day as the written test, or at a later date, depending on the prior decision of the Selection Committee. The interview will be conducted mainly in English. Knowledge of other languages may also be tested on the basis of the applicant's declarations on linguistic competence.

Interview duration: about 40 minutes.

The interview will be marked out of 20 (pass mark: 12).

The Selection Committee shall draw up a report on the results of the procedure including, where appropriate, any observations and the choice of the candidate and a reserve list of the successful applicants in order of merit. A final decision is with the Director, who may decide to organise an additional round of interviews with candidates in person before taking the final decision.

Please note that inclusion on a reserve list does not guarantee recruitment.

Applicants invited to sit the written test and to attend the interview must, on the day of the interview, provide relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other documents attesting to their professional experience and clearly showing start and end dates, the position held, the exact nature of their duties, etc. If the tests are held remotely, applicants will send copies of the supporting documents requested above by email to: [E-Selection@cdt.europa.eu](mailto:E-Selection@cdt.europa.eu)

Before any contract is signed, successful candidates must, however, submit the originals and certified true copies of all relevant documents to prove that they meet the eligibility criteria.

The reserve list will be valid until the end of the year of its establishment and may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

As a result of the interview and test, the Selection Committee will write a report on the candidates included in the reserve list for the post in question to the Director of the Translation Centre.

## 5. APPLICATION PROCEDURE:

Interested applicants must complete their online application in Systal [https://aa251.referrals.selectminds.com/?lset=en\\_US](https://aa251.referrals.selectminds.com/?lset=en_US) before the deadline; being **XX XX 2025** at **23.59, Luxembourg local time**.

Applicants must also attach to their application in Systal an electronic version of the documents proving they meet the eligibility criteria. Please note that failure to submit these documents will result in your application being rejected.

Before submitting the application form, applicants must check that they meet all of the eligibility criteria listed in the vacancy notice, especially in terms of qualifications and relevant professional experience.

Candidates are strongly advised not to wait until the last few days to apply. Experience has shown that the system can become overloaded as the deadline approaches, making it difficult to submit the application in time. No extension will be granted following the final deadline under any circumstances.

## **EQUAL OPPORTUNITIES**

The Translation Centre is an equal opportunities employer and accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

## **INDEPENDENCE AND DECLARATION OF INTEREST**

The successful applicant will be required to make a declaration whereby he or she undertakes to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting his or her independence.

## **6. GENERAL INFORMATION:**

### **REVIEW – APPEAL – COMPLAINTS**

Applicants who consider that they have grounds for a complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding that decision from the Chair of the selection committee, instigate an appeal procedure or file a complaint with the European Ombudsman.

### **REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM**

Applicants involved in selection procedures have the specific right of access to certain information concerning them directly and individually. By virtue of that right, supplementary information concerning their participation in the selection procedure may be supplied to applicants on request. Applicants must submit their request in writing to the Chair of the selection committee within one month of notification of the results obtained in the course of the selection procedure. They will receive a reply within one month. Requests will be dealt with taking account of the confidential nature of selection committee proceedings, in accordance with the Staff Regulations.

### **PROTECTION OF PERSONAL DATA**

The Translation Centre (as the body responsible for organising the selection procedure) will ensure that applicants' personal data is processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ 2018 L 295, p. 39). This applies in particular to the confidentiality and security of such data.

Applicants have the right of recourse to the European Data Protection Supervisor at any time ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

Please see the [specific privacy notice](#).

## **REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

The Staff Regulations are applicable to selection procedures and, therefore, all procedures are confidential. If, at any time during the selection procedure, applicants believe that their interests have been prejudiced by a particular decision, they have the following means at their disposal:

### **I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW**

Send a letter requesting further information or a review, and stating your case, to:

**The Chair of the selection committee CDT-AD5-2025/3**

Translation Centre  
Bâtiment Technopolis Gasperich  
Office 3077  
12E, rue Guillaume Kroll  
L-1882 Luxembourg

Such requests need to be done within 10 calendar days of the date of dispatch of the letter informing you of the decision. The selection committee will respond as soon as possible.

### **II. APPEAL PROCEDURES**

Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, at the following address:

**For the attention of the Authority Empowered to Conclude Contracts of Employment  
CDT-AD5-2025/03**

Translation Centre  
Bâtiment Technopolis Gasperich  
Office 3077  
12E, rue Guillaume Kroll  
L-1882 Luxembourg

For these two types of procedure, the deadlines specified by the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ 2013 L 287, p. 15 – <https://eur-lex.europa.eu/oj/direct-access.html?locale=fr>) start to run from the date on which applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority Empowered to Conclude Contracts of Employment does not have the power to amend the decisions of a selection committee. The Court of Justice has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the rules which govern the proceedings of selection committees have clearly been infringed.



### **III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

Applicants may address their complaint to:

**European Ombudsman**

1 avenue du Président-Robert-Schuman – CS 30403  
F-67001 Strasbourg Cedex

Pursuant to Article 228(1) of the Treaty on the Functioning of the European Union 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 (94/262/ECSC, EC, Euratom) (OJ L 113, 4.5.1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or for submitting appeals to the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please also note that pursuant to Article 2(4) of the Decision of the Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (94/262/CECA, CE, Euratom), any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the bodies concerned.

## **7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

The successful candidate will be recruited to Function Group/Grade AD5. The basic monthly salary for grade AD5 (step 1) is EUR 5 973,44. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, an expatriation allowance (16 % of the basic salary), etc.

Furthermore, to be eligible, and prior to appointment, the selected candidate must:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)<sup>2</sup>;
- undergo a medical examination as requested by the Translation Centre in compliance with the provisions of Article 12(2) of the Conditions of employment of other servants of the European Union.

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<sup>2</sup> Applicants must provide an official certificate confirming that they do not have a criminal record.