

**NOTICE OF OPEN COMPETITIONS****EPSO/AD/245/12 — Heads of unit (AD 9) and EPSO/AD/246/12 — Heads of unit/heads of department (AD 12) having Croatian as their main language in the field of translation**

(2012/C 276 A/03)

The European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, to constitute a reserve from which to recruit

**EPSO/AD/245/12 — HEADS OF UNIT (\*) (AD 9) AND  
EPSO/AD/246/12 — HEADS OF UNIT/HEADS OF DEPARTMENT (\*) (AD 12) HAVING CROATIAN  
AS THEIR MAIN LANGUAGE IN THE FIELD OF TRANSLATION**

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

*Before applying, you should carefully read the guide published in Official Journal C 270 A of 7 September 2012 and on the EPSO website; points 4, 5.3, 5.4, 6.2 and 6.3 do not apply. They are replaced by the text in annex.*

*This guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.*

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(\*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

## I. GENERAL BACKGROUND

|                                    |   |            |
|------------------------------------|---|------------|
| 1. Number of successful candidates | AD 9<br>14  | AD 12<br>8 |
| 2. Remarks                         | <p>You may apply for only one competition. You must make your choice when you apply online and you will not be able to change it after you have confirmed and validated your online application form.</p> <p>However, if you do not meet the conditions for admission to the AD 12 competition but do meet those for the AD 9 competition, the selection board may, with your consent, reassign your application to the AD 9 competition. This reassignment will be made on admission.</p> <p>Any reassignment will take place only after it has been established that you meet the conditions for admission based on the information given in your online application form.</p> <p>Parliament and the Council reserve the right to offer posts other than head of unit to candidates who pass the AD 9 competition.</p> <p><b>This competition is intended for candidates who have a perfect command, both written and spoken, of the language of the competition (mother tongue or equivalent knowledge) <sup>(1)</sup>. If you do not have such a command, we would strongly advise that you do not apply.</b></p> <p>Candidates should be aware that the main purpose of this competition is to guarantee the integration into the European Union public service of a minimum workforce in anticipation of the accession of Croatia. It is an essential guarantee that the principle of administrative continuity recognised by the jurisdictions of the Union and the efficient operation of the public service may be upheld. The intention is to commence preparatory work in view of the accession without prejudice to the ratification of the accession treaty and the regulations necessary for its effective implementation. The validity of the reserve list is therefore subject to the condition of ratification of the accession treaty by all Member States. Should the accession treaty not be ratified, or the regulations not enter into force, candidates are informed that this selection procedure may be terminated at any moment and, should the selection procedure already be completed, candidates placed on the reserve list would not derive any rights from this circumstance.</p> |            |

## II. DUTIES

The duties of an AD 9 head of unit consist of managing a small or medium-sized translation unit (between 5 and 20 people) made up of assistants and linguistic administrators.

The duties of an AD 12 head of unit consist of managing a large translation unit (approximately 50 people).

The duties of a head of department (AD 12) consist of managing a department made up of several translation units.

In addition, the head of unit may be called upon to revise, reread, and if necessary translate into Croatian texts of various kinds relating to the activities of the institution.

The main duties involved, which may vary from one institution to another, fall into three main categories:

At operational level

- Determining and monitoring the organisation of the unit's/department's work and ensuring the efficient distribution of tasks and responsibilities between members of the unit/department so as to achieve the expected results.
- Analysing and optimising procedures and workflows within the unit/department so as to attain the objectives set.

<sup>(1)</sup> See the Common European Framework of Reference for Languages (CEFR) — (<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>) — required levels: Language 1 = C2, Languages 2 and 3 = C1.

- Assessing the extent to which objectives have been attained with the help of appropriate indicators, and checking that decisions and operations comply with the rules and procedures in force.
- Ensuring that the translations requested from the unit/department are of the appropriate quality and are provided on time.
- Ensuring the efficient and effective use of computerised translation tools within the unit/department.

#### Resource management

- Ensuring efficient personnel management in the unit/department in line with the institution's human resources policy.
- Determining funding requirements and managing the resources allocated to the unit/department and supervising and checking financial operations relating to the unit's/department's work programme.

#### Communication

- Establishing and maintaining interactive dialogue in the unit/department so that staff are properly informed about the major policy and strategic aspects and receive appropriate feedback on their work.
- Advising, coordinating and/or negotiating with other departments and senior management on matters relating to the unit/department's work.
- Representing the unit, department or service on committees, working parties or other bodies both within the institution and outside.

### III. ELIGIBILITY

On the closing date for online applications, you must fulfil all the following general and specific conditions:

#### 1. General conditions

- a) You must be a citizen of one of the Member States of the European Union or, under the terms of Article 28(a) of the Staff Regulations, of Croatia, an acceding state.
- b) You must enjoy your full rights as a citizen.
- c) You must have fulfilled any obligations imposed on you by the laws on military service.
- d) You must meet the character requirements for the duties involved.

#### 2. Specific conditions

| 2.1.       | <b>Diplomas/Qualifications</b>  |
|------------|---|
| Either (a) | A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is equivalent to four years or more.  |
| or (b)     | A level of education which corresponds to completed university studies attested by a diploma, followed by at least one year's appropriate professional experience (graduate level) when the normal period of university education is equivalent to at least three years.<br><br><b>NB:</b> The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below. |
| 2.2.       | <b>Professional experience</b>  |
| Grade AD 9 | At least 10 years' professional experience relevant to one or more aspects of the duties.   |

|             |   |
|-------------|---|
| Grade AD 12 | <p>At least 10 years' professional experience relevant to one or more aspects of the duties, including 5 years in management and/or staff coordination roles involving genuine personnel management responsibilities as described in this notice of competition (Section II).</p> <p>In order to evaluate experience in management positions, the selection board will take into account relevant information provided by candidates, such as:</p> <p>(1) title and exact description of positions held and their duration,<br/> (2) numbers of staff overseen in these positions,<br/> (3) numbers of hierarchical layers above and below and number of peers.</p> |
| 2.3.        | <b>Knowledge of languages</b>   |
| Language 1  | — main language<br>perfect command of Croatian  |
| Language 2  | — first source language<br>thorough knowledge of English, French or German  |
| Language 3  | — second source language (must be different from language 2)<br>thorough knowledge of English, French or German   |

#### IV. ADMISSION TO THE COMPETITION AND WRITTEN TESTS

##### 1. Procedure

Initially, a check for compliance with the general and specific conditions, and the selection based on qualifications will be carried out on the basis of the information given in your online application.

- (a) Your responses to the questions concerning the general and specific conditions will be processed to determine whether you can be included in the list of candidates who fulfil all the conditions for admission to the competition.
- (b) The selection board will then screen the candidates who fulfil the conditions for admission to the competition on the basis of their qualifications to identify those whose profile (particularly their diplomas and professional experience) best matches the duties and selection criteria set out in this competition notice. This selection is carried out solely on the basis of the information you provided in the 'Talent Screener' tab and takes place in two stages:
- a first selection based on qualifications will be made solely on the basis of the responses ticked under the 'Talent Screener' tab of the online application form and the weighting assigned to each of the questions. The selection board will set the weighting (1 to 3) according to the importance attached to each criterion set out in point 3 below, before examining the applications. The online applications of the candidates who obtain the highest number of points will then go through to a second selection stage,
  - the number of files to be examined during the second stage will be approximately eighteen times the number of successful candidates. The selection board will examine candidates' answers and will award 0 to 4 points for each answer. The points are then multiplied by the weighting for each question and added together to give an overall score.

The selection board will then draw up a list of candidates in the order of the overall scores awarded. The number of candidates invited to take the written tests will not exceed six times the number of successful candidates indicated in the competition notice <sup>(2)</sup>. This number will be published on EPSO's website ([www.eu-careers.eu](http://www.eu-careers.eu)).

<sup>(2)</sup> Applicants who are not invited to take the written tests will be sent the results of their assessment and the weighting applied to each question by the selection board.

## 2. Verification of information given by candidates

Following the assessment centre session, and in the light of the results, the information given by candidates in their online applications will be verified against the general conditions by EPSO and against the specific conditions by the selection board. In assessing qualifications, supporting documents will be taken into account only to confirm the information already given under the 'Talent Screener' tab. If verification shows that the information given is not borne out by the appropriate supporting documents, candidates will be disqualified <sup>(3)</sup>.

Applications will be verified for candidates with the highest aggregate marks, and at least pass marks, in all written and oral tests in the assessment centre session, in descending order. Verification will continue until the number of candidates who can be placed on the reserve list and who actually fulfil all the conditions for admission reaches the threshold. The files of candidates below the threshold will not be examined.

## 3. Selection criteria

The following will be taken into consideration by the selection board when making its selection based on qualifications:

1. training and/or knowledge in the field of translation;
2. professional experience acquired in the field of translation (translation, rereading or revision of texts) in addition to the 10 years required under Section III, point 2.2;
3. management training;
4. for the AD 12 competition, experience in management positions and/or staff coordination roles and number of subordinates, acquired in addition to the five years required under Section III, point 2.2;
5. negotiating and advisory experience;
6. experience in personnel management;
7. experience of working in an international organisation;
8. knowledge of the IT tools used in translation.

## V. OPEN COMPETITION

### A. Written tests

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|----------------------|--|
| <b>1. Invitation</b> | You will be invited to take the written tests, which will normally be held in Brussels over the course of a day, if: <ul style="list-style-type: none"> <li>— you fulfil the general and specific conditions in Section III,</li> <li>and</li> <li>— you obtained one of the highest marks in the selection based on qualifications <sup>(4)</sup>.</li> </ul> |
|----------------------|--|

### 2. Nature and language of the tests, marking

| AD 9   | AD 12  |
|--|--|
| <p>(a) Linguistic and quality assessment (register, style, syntax, grammar, terminology, meaning, punctuation, omissions, etc.), without a dictionary, of one or more general texts translated into Croatian from the first source language to test the candidate's ability to assess the quality of a translated text.</p> <p>This assessment must be produced in the first source language.</p> <p>Marking: 0-30 (pass mark: 15)<br/>Time allowed (subject to change): 1 hr 30 min</p> | <p>(a) Linguistic and quality assessment (register, style, syntax, grammar, terminology, meaning, punctuation, omissions, etc.), without a dictionary, of one or more complex texts translated into Croatian from the first source language to test the candidate's ability to assess the quality of a translated text.</p> <p>This assessment must be produced in the first source language.</p> <p>Marking: 0-30 (pass mark: 15)<br/>Time allowed (subject to change): 1 hr 30 min</p> |

<sup>(3)</sup> This information will be verified against the supporting documents before the reserve list is drawn up (see Section VI.1 and Section VII.2).

<sup>(4)</sup> Where a number of candidates tie for the last available place, they will all be invited to the written tests.

|   |  |
|---|--|
| <p>(b) Linguistic and quality assessment (register, style, syntax, grammar, terminology, meaning, punctuation, omissions, etc.), without a dictionary, of one or more general texts translated into Croatian from the second source language to test the candidate's ability to assess the quality of a translated text.</p> <p>This assessment must be produced in Croatian.</p> <p>Marking: 0-30 (pass mark: 15)<br/>Time allowed (subject to change): 1 hr 30 min</p> <p>Test (b) will be marked only if you obtain the pass mark in test (a).</p> | <p>(b) Linguistic and quality assessment (register, style, syntax, grammar, terminology, meaning, punctuation, omissions, etc.), without a dictionary, of one or more complex texts translated into Croatian from the second source language to test the candidate's ability to assess the quality of a translated text.</p> <p>This assessment must be produced in Croatian.</p> <p>Marking: 0-30 (pass mark: 15)<br/>Time allowed (subject to change): 1 hr 30 min</p> <p>Test (b) will be marked only if you obtain the pass mark in test (a).</p> <p>(c) Written situational judgement test, in the first source language, to assess the candidates' organisational skills and their ability to run a large administrative unit.</p> <p>Marking: 0-30 (pass mark: 15)<br/>Time allowed (subject to change): 2 hours</p> <p>Test (c) will be marked only if you obtain the pass mark for tests (a) and (b).</p> |
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#### B. Assessment centre and oral test

At the end of the written tests, the candidates with the highest aggregate marks in the written tests and a pass mark in each will be admitted to the assessment centre and the oral test <sup>(3)</sup>.

For organisational reasons, the tests held at the assessment centre and the oral test will be held in Brussels, normally on consecutive days.

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| <p>1. <b>Assessment centre</b> <sup>(6)</sup></p> | <p>Before your interview with the selection board, you will be asked to take tests at an assessment centre. The assessment centre session will be conducted exclusively in your first source language. The report on the tests will be communicated to the selection board as a specialist aid and technical contribution to the decision-making process.</p> <p>The tests will include:</p> <ul style="list-style-type: none"> <li>— an exercise to assess your management skills,</li> <li>— an interview with a human resources expert to assess your skills profile.</li> </ul> <p>The report produced by the assessment centre is not covered by the rules on secrecy governing the selection board's deliberations and will be given to you at the end of the oral test.</p> |
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#### 2. Nature and marking of oral test

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|--|---|
| <p>2. <b>Nature and marking of oral test</b></p> | <p>The day following the tests in the assessment centre, you will be invited to an interview with the selection board (in your first source language) to enable it to complete its assessment of:</p> <ul style="list-style-type: none"> <li>— your professional experience, ability to organise and coordinate the work of an administrative unit, and your ability to adapt, negotiate, take decisions and more generally perform the duties of a head of unit,</li> <li>— your general knowledge of the European Union and its institutions and policies,</li> <li>— your communication skills in Croatian.</li> </ul> <p>The selection board may also choose to assess your knowledge of other languages.</p> <p>This test is marked out of 100 (pass mark 60).</p> |
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<sup>(3)</sup> The number of candidates invited to take the oral test will not exceed three times the number of successful candidates indicated in the competition notice. This number will be published on EPSO's website ([www.eu-careers.eu](http://www.eu-careers.eu)).

<sup>(6)</sup> The content is validated by the selection board.

## VI. RESERVE LISTS

|                          |   |
|--------------------------|---|
| 1. <b>Reserve list</b>   | The selection board will place your name on the reserve list:<br>— if you are among the candidates with the highest aggregate marks for all of the written and oral tests and have obtained at least the pass mark in all the tests (see number of successful candidates, Section I(1)) <sup>(7)</sup> , and<br>— if your supporting documents show that you meet all the eligibility requirements. |
| 2. <b>Classification</b> | Lists will be drawn up for each competition and names will be listed in alphabetical order.   |

## VII. HOW TO APPLY

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|---|--|
| 1. <b>Online application</b>              | You must apply online, following the instructions on the EPSO website and particularly in the Online Application Manual.<br><b>Deadline (including validation): 16 October 2012 at 12.00 (midday)</b> , Brussels time.   |
| 2. <b>Submission of application files</b> | If you are one of the candidates invited to the assessment centre, you will have to bring with you your full application file (signed online application form and supporting documents) when you come to the assessment centre <sup>(8)</sup> .<br><br>Details: see point 6.1 of the Guide to open competitions. |

<sup>(7)</sup> Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

<sup>(8)</sup> You will be informed in due time of the date when you have to attend the assessment centre via your EPSO account.

## ANNEX

Please note that points:

- 4,
- 5.3,
- 5.4,
- 6.2, and
- 6.3,

of the guide to open competitions published in Official Journal C 270 A of 7 September 2012 do not apply to this competition.

**A. Point 5.3 'Assessment Centre' is replaced by the following:**

**5.3 Competition tests**

**5.3.1 Written tests:**

**5.3.1.1 Procedure**

The written tests will be held simultaneously at one or more centres in the European Union. You will be informed of the centres available via your EPSO account.

The date scheduled by EPSO for the written tests cannot be changed at your request. You will be notified of the date when you receive your invitation to the tests via your EPSO account.

Examples of previous written tests can be consulted on the EPSO website.

**5.3.1.2 Correction of the written tests**

Tests are marked anonymously, without reference to candidates' names. Copies of the written tests are sent by EPSO to markers with a secret number, so that candidates' identity is not revealed.

Tests are normally marked by two markers to reduce the impact of subjective assessments. Markers receive a clean copy of the test and evaluate it using the same objective criteria for all candidates, which are laid down in advance by the selection board. The markers are bound to observe strict confidentiality. The selection board takes note of all the copies and the markers' evaluations, and after deliberation determines the final marks, still without knowing the identity of the candidates. It fills in an evaluation sheet for each candidate.

The selection board then sends the evaluation sheets to EPSO, which matches each secret number with the candidate's identity.

**5.3.2 Oral test**

In cases of force majeure, and by way of an exception, it may be possible to consider a request to change the date for an oral test on duly substantiated grounds. However, any decision to postpone a test will bear in mind the need to ensure the uniform assessment of candidates' performance in the oral test and to guarantee the smooth running of the competition without jeopardising the interests of the service.

**B. Point 5.4 'Reserve lists' is replaced by the following:**

Following the competition procedure, the selection board draws up a reserve list containing the names of the successful candidates. The list is then sent to the institutions, since responsibility for recruitment rests solely with them.

The reserve list and its expiry date will be published in the Official Journal of the European Union and on the EPSO website <sup>(1)</sup>. The validity of the list may be extended in some cases. The decision extending the validity of the list will be published only on the EPSO website.

<sup>(1)</sup> A successful candidate may explicitly request that his/her name not be published. Any such request must reach EPSO no later than two weeks after candidates are notified of the results.

**C. Point 6.2 is replaced by the following:**

*6.2 Written and oral tests*

Candidates must send requests for information to EPSO, using the contact page on EPSO's website, within 10 calendar days of being notified of their results in the competition.

Requests will be dealt with taking account of the confidential nature of selection board proceedings under the Staff Regulations (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

*6.2.1 Written tests*

If you do not pass the written tests and/or if you are not one of the candidates invited to the oral test, you can request a copy of your original tests and a copy of the individual evaluation sheet drawn up by the selection board. If you abandon a test, your written tests will not be marked.

*6.2.2 Oral test*

After the selection board has drawn up the reserve list:

- If you are placed on the reserve list, you will be informed that you are a successful candidate and you can, on request, be given the marks you obtained in the various tests.
  - If you are not on the reserve list, you will automatically be informed of your marks in the various tests. You can also obtain a copy of your written tests as specified in point 6.2.1. You can also obtain, subject to the same conditions, a copy of the individual evaluation sheet drawn up by the selection board for your oral test.
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