

## III

*(Notices)***TRANSLATION CENTRE FOR THE BODIES OF THE  
EUROPEAN UNION****VAVANCY NOTICE: POST OF DIRECTOR**

(2005/C 75 A/01)

The Luxembourg-based Translation Centre for the Bodies of the European Union is an independent agency created by Council Regulation (EC) No 2965/94 of 28 November 1994 as last amended by Council Regulation (EC) No 1645/2003 of 18 June 2003. It is inviting applications for the post of:

DIRECTOR (male or female)

**The Centre**

The role of the Centre is to provide translation services for the decentralised Community agencies and other institutions and bodies with which it has signed a voluntary collaboration agreement. Its duties also include an interinstitutional dimension with regard to the EU Institutions. This involves participation as a full member in the work of the Interinstitutional Committee for Translation and Interpreting. The remit of this committee is to promote interdepartmental collaboration based on the rules of subsidiarity, rationalise working methods and encourage economies of scale in the field of translation.

The Centre has a management board composed of one representative from each Member State and from each agency, institution and body that has signed a collaboration agreement with the Centre, plus two representatives of the European Commission. It is chaired by one of the Commission representatives. For the financial year 2005, the Centre has a budget of some EUR 28 million and an authorised staff of 181.

Since 2003, the Centre has been a member of the European Foundation for Quality Management.

It applies a policy of equal opportunities in matters of recruitment.

**Appointment**

The Director is appointed by the management board, on the basis of a list of applicants presented by the Commission, for a period of five years, renewable.

**Duties**

As Director, your duties will include the following:

- running the Centre and implementing decisions taken by the board;
- formulating its strategy and work programme in line with board decisions;

- effectively representing the Centre at the highest level by maintaining ongoing relations with the various EU institutions and bodies, as well as responsibility for the Centre's public relations;
- taking general responsibility for managing the Centre's staff;
- preparing the work of the board and reporting to it on the performance of your remit; drawing up a draft statement of estimated revenue and expenditure for the Centre and an annual activity report for submission to the board for its approval;
- taking general responsibility for the financial affairs of the Centre as required by Article 142 of the Financial Regulation applicable to the general budget of the European Communities.

### **Qualifications**

You will meet the following conditions:

- be a citizen of an EU Member State, enjoying full rights as a citizen there;
- have completed a university-level course and obtained a final certificate;
- have at least 15 years of postgraduate work experience including at least five years in a position involving human resources and financial management responsibilities;
- have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of a second. Knowledge of other official languages is an advantage. The working languages of the Centre are English and French;
- have a good understanding of the inter-institutional workings of the EU;
- be capable of leading and motivating a Community agency;
- be able to interact and negotiate at the highest level of management with the EU institutions and public authorities;
- provide the guarantees of good character and independence needed to perform the duties associated with the post;
- having professional contacts in the language sector is an advantage.

### **Conditions of employment**

As Director, you will be covered by the Regulations governing the arrangements applicable to the Centre's staff (Council Regulation EC No 2965/94 and subsequent amendments). Accordingly, you must, on your appointment, be a citizen of an EU Member State.

### **Place of work**

Luxembourg.

### **Pay and allowances**

The post will be at level A\*14. Pay and allowances will be based on the rates of pay for staff in the Community institutions. They are subject to Community tax and other deductions laid down by the Staff Regulations. However, they are exempt from any national tax.

## Applications

To apply, download the official application form from the Centre's website

(<http://www.cdt.eu.int/cdt/ewcm.nsf/vEmList?Openview&lst=ffet-5ywnvl&lsc=ffet-5ywnvm#>),

then fill it in, sign it and send it to the address below — by post only — together with a letter setting out your reasons for applying, a curriculum vitae in French or English and photocopies of the relevant supporting documents (qualifications, evidence of professional experience and any other document supporting the declarations made in your application form). Your curriculum vitae should preferably use the format recommended for the EU institutions, a model of which can be downloaded from <http://www.cedefop.eu.int/transparency/cv.asp>. Your application must be sent by post, preferably registered post, **postmarked no later than 6 May 2005**, to:

Mr Karl-Johan Lönnroth  
Président du conseil d'administration  
Centre de traduction des organes de l'Union européenne  
(Référence 'Director')  
1 rue du Fort Thüngen  
L-1499 Luxembourg

Applications sent by e-mail will not be taken into consideration.

If your application does not include any of the required documents, it will automatically be rejected.

All shortlisted applicants will be called for an interview on the basis of a comparative assessment of their suitability for the post.

### Important information for applicants:

- you must use the application form referred to above;
  - in compiling your application, you may under no circumstances refer to any documents of any type submitted in prior applications;
  - none of the supporting documents submitted with your application will be returned to you;
  - where a job offer is made to any successful applicants, they will have to produce the originals of their qualification certificates and proof of employment;
  - please let us know promptly - in writing and quoting the number of this vacancy notice - of any change of address.
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