

Vacancy notice ECA/2020/8**Director – one post****(AD function group, grade 14)****Secretariat-General – Translation, Language Services and Publication Directorate (SG3)**

(2020/C 98 A/02)

WHO WE ARE

The European Court of Auditors (ECA) is the European Union's external auditor. Established in 1977, the ECA is one of the EU's seven institutions.

We are based in Luxembourg and employ around 900 audit, support and administrative staff of all EU nationalities.

The ECA operates as a collegiate body of 27 Members, one from each EU Member State.

Our auditors check that the EU keeps good accounts and correctly applies its financial rules, and that its policies and programmes achieve their intended objectives and deliver value for money.

Through our work, we contribute to improving the EU's financial management and promote accountability and transparency. We warn of risks, provide assurance, indicate shortcomings and successes and offer guidance to EU policymakers and legislators.

We present our observations and recommendations to the European Parliament, the Council of the EU, and national governments and parliaments, as well as the general public.

The Translation, Language Services and Publication Directorate is made up of 23 language teams assisted by three horizontal teams. It employs around 140 staff whose objective is to provide the Court with high-quality translations, publications and other language services within an appropriate timeframe, thereby facilitating internal and external communication in the official EU languages. Our well qualified and experienced staff ensure that quality remains consistently high.

WHAT WE ARE OFFERING

The successful candidate will be recruited at grade AD 14. The basic monthly salary is EUR 14 838. Under the conditions laid down in the Staff Regulations, certain benefits may be added to the basic salary, which is subject to EU tax and exempt from national tax.

The Director of Translation, Language Services and Publication is a high-ranking civil servant who is responsible for:

- drawing up and supervising policies, managing the Directorate and making operational decisions on the basis of the work programme of the Secretariat-General,
- drawing up and carrying out the annual work programme, and preparing a report on its implementation,
- organising translation, translation coordination and other language services,
- supervising, monitoring and coordinating the use of human and financial resources within the Directorate,
- supervising, monitoring and coordinating the use of translation tools in an efficient manner,
- representing the institution and the Directorate on matters of interinstitutional and international cooperation,
- supervising the quality of the Directorate's internal control and management systems,
- ensuring that the relevant rules, regulations and procedures are observed, and
- ensuring that quality standards are maintained and deadlines met.

WHAT WE ARE LOOKING FOR

I. Eligibility criteria

1. Recruitment conditions

In accordance with Article 28 of the Staff Regulations, candidates must, on the date of their application:

- be a national of one of the EU's Member States,
- enjoy their full rights as citizens,
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service, and
- meet the character requirements for the duties involved.

2. Qualifications

In accordance with Article 5 of the Staff Regulations:

- (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
- (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years; or
- (iii) where justified in the interest of the service, professional training of an equivalent level.

3. Professional experience

At least 18 years' proven professional experience since obtaining the abovementioned qualification, including at least 4 years in managing human and budgetary resources.

4. Knowledge of languages

Due to the nature of the duties to be carried out, a sound knowledge of English **and** French is essential for operational reasons, since these are the Court's working languages. A minimum level of C1 in understanding, speaking and writing in one language, and a minimum level of B2 in the same categories for the other language, are required.

Knowledge of additional EU languages will be an asset.

To assess your foreign language skills, see:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

II. Pre-selection criteria

- More than 10 years' experience in an international and multicultural environment,
- more than 4 years' experience of managing human and budgetary resources,
- experience of innovative projects and implementing change, and
- versatility and varied career-long experience.

III. Selection criteria

- Excellent ability to establish and implement strategy, and to define and report on objectives and the results to be achieved,
- excellent command of management methods,
- excellent capacity to lead and motivate multilingual, multicultural teams, identify and maximise staff potential and manage conflict,
- the motivation to be part of the administrative management team of an EU institution which is constantly striving to improve its services,
- excellent interpersonal and communication skills,

- strong capacity for stakeholder relations: negotiating skills, tact and diplomacy, and
- professional experience in the field of translation and/or terminology, including of CAT tools and systems.

SELECTION PROCEDURE

In line with Court Decision No 31-2015 on the procedures for the selection of principal managers and directors, a pre-selection board will be set up to assess the eligible candidates on the basis of the criteria given in this vacancy notice.

(a) Pre-selection stage

The board will first assess and compare the qualifications, professional experience and skills of all **eligible** candidates on the basis of the information provided in their applications (see the pre-selection criteria above). Based on its comparative assessment, the board will then shortlist the 8 most suitable candidates ⁽¹⁾.

As this first selection is based on a comparative assessment, candidates who satisfy the criteria given in this vacancy notice will not automatically proceed to the next stage of the procedure.

(b) Selection stage

The board will assess the 8 most suitable candidates in interview and using any other means it deems appropriate (see the selection criteria above).

The results of the selection stage, together with the results of the pre-selection stage, will serve as the basis for establishing a list of the candidate(s) who is (are) considered to be best qualified for the post.

The ECA will decide to appoint one candidate on the basis of the board's report.

APPLICATIONS

Deadline for applications is midday on 30 April 2020 (CET).

Applications must be drafted in English or French and submitted **only via the online form** provided for the vacancy advertised.

Applications must be accompanied by the following documents (all in English or French):

- a letter of motivation (**max. three pages**),
- an up-to-date CV (**max. five pages**), created using the '**Europass curriculum vitae**' template and specifying exact dates (see: <http://europass.cedefop.europa.eu>).

Please note that only the information provided in your CV and motivation letter will be taken into account when evaluating your application during the eligibility and pre-selection stage of the procedure.

The details provided in the application will be considered true and correct and will therefore be binding for the applicant.

Candidates must be able, upon request, to produce written evidence of their qualifications, professional experience and current duties, if deemed necessary.

Any application failing to adhere to these instructions will be rejected.

RECRUITMENT POLICY

The Court of Auditors has decided to launch the recruitment procedure for a post of Director (grade AD 14), in accordance with Article 29, paragraphs 1 and 2 of the Staff Regulations of Officials of the European Union (subsequently referred to as the 'Staff Regulations'), aiming to increase the number of potential candidates for selection by the Appointing Authority.

In line with the Court's equal opportunities policy and Article 1d of the Staff Regulations, the Court embraces diversity and promotes equal opportunities. The Court accepts applications without discrimination on any grounds and takes steps to ensure that recruitment is evenly balanced between men and women, as required by Article 23 of the Charter of Fundamental Rights of the European Union. Given the low representation of women at higher management levels, **the Court would particularly welcome applications for this position from female candidates**. In the event of equal qualifications or merit, a female candidate will be chosen. The Court also takes measures to reconcile working life with family life.

⁽¹⁾ Provided there are sufficient eligible candidates.

If you require any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please send an email in good time to ECA-Recrutement@eca.europa.eu

DATA PROTECTION

The Court is committed to ensuring that candidates' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council⁽²⁾ 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.

For more information, see the specific privacy statement for employment vacancies which is available at the following address:

https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF

REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Should you believe at any stage of the selection procedure that a decision adversely affects you, the following options are available:

I. Request for a pre-selection board's decision to be reconsidered

You may submit a written reasoned request for a board's decision to be reconsidered. Such a request must be submitted to the following address within 10 days of notification of the decision:

ECA-Recours@eca.europa.eu

II. Complaints and appeals

Pursuant to Article 90(2) of the Staff Regulations, you may submit a complaint against the Court's Decision to reject your application within three months of being notified thereof, to the following address:

The Secretary-General
European Court of Auditors
12, rue Alcide De Gasperi
L-1615 Luxembourg
LUXEMBOURG

III. Judicial appeal

Pursuant to Article 91 of the Staff Regulations, if your complaint is rejected and this decision affects you adversely, you may then file an appeal with the European Court of Justice. Such appeals must be filed by a lawyer within three months of notification of the decision to reject the complaint.

IV. Complaints to the European Ombudsman

Should you believe that the handling of your application has involved maladministration by the European Court of Auditors, you may submit a complaint to the European Ombudsman, having first contacted the Court with the aim of settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the abovementioned appeal deadlines.

⁽²⁾ Regulation (EU) 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 L 295, 21.11.2018, p. 39).