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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS FOR TRANSLATORS (AD 5)

EPSO/AD/183/10 — DA

EPSO/AD/184/10 — DE

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(2010/C 188 A/01)

Are you interested in working for the European institutions?

Does your profile meet our criteria?

Why not apply?

Give yourself a chance to succeed.

The European Personnel Selection Office (EPSO) is organising open competitions, based on tests, to constitute a reserve from which to recruit translators (*) (AD 5).

EPSO/AD/183/10 — DANISH-LANGUAGE (DA) TRANSLATORS

EPSO/AD/184/10 — GERMAN-LANGUAGE (DE) TRANSLATORS

EPSO/AD/185/10 — ENGLISH-LANGUAGE (EN) TRANSLATORS

EPSO/AD/186/10 — FRENCH-LANGUAGE (FR) TRANSLATORS

EPSO/AD/187/10 — SLOVENIAN-LANGUAGE (SL) TRANSLATORS

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 read carefully the guide published in Official Journal C 184 A of 8 July 2010 and on the EPSO website.

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.

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

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I. GENERAL BACKGROUND

1. Number of successful candidates	Option 1 — Option 2	
	EPSO/AD/183/10 (DA)	35
EPSO/AD/184/10 (DE)	24	9
EPSO/AD/185/10 (EN)	21	20
EPSO/AD/186/10 (FR)	13	20
EPSO/AD/187/10 (SL)	34	10
2. Remarks	Each competition includes two options. You may apply for only one competition and only one option. You must make your choice when you apply on-line and you will not be able to change it after you have confirmed and validated your on-line application form.	

II. DUTIES

AD 5 is the starting grade for a career as administrator — linguistic or other — in the European institutions.

The principal role of a linguistic administrator (translator) is to enable the institution or body for which they work to accomplish its mission by delivering high-quality translations within the deadlines set and by providing linguistic advice.

The tasks of a linguistic administrator (translator) include translation from at least two foreign languages into their main language as well as revision of such translations and terminology research. The often complex subject areas covered are generally of a political, legal, economic/financial, scientific and technical nature, encompassing all the European Union's areas of activity. Performing these tasks requires the intensive use of specific IT and other office-technology tools.

The general profile of candidates sought by the institutions is described in point 1.2 of the guide to open competitions.

III. ELIGIBILITY

On the closing date for on-line 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.
- (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	Qualifications
	A level of education which corresponds to completed university studies of at least three years, or the equivalent, attested by a final diploma.
2.2	Professional experience
	No professional experience is required.

2.3	<p>Knowledge of languages</p> <p>The official languages of the European Union are:</p>																								
	<table border="1"> <tr> <td>BG (Bulgarian)</td> <td>FI (Finnish)</td> <td>NL (Dutch)</td> </tr> <tr> <td>CS (Czech)</td> <td>FR (French)</td> <td>PL (Polish)</td> </tr> <tr> <td>DA (Danish)</td> <td>GA (Irish)</td> <td>PT (Portuguese)</td> </tr> <tr> <td>DE (German)</td> <td>HU (Hungarian)</td> <td>RO (Romanian)</td> </tr> <tr> <td>EL (Greek)</td> <td>IT (Italian)</td> <td>SK (Slovak)</td> </tr> <tr> <td>EN (English)</td> <td>LT (Lithuanian)</td> <td>SL (Slovenian)</td> </tr> <tr> <td>ES (Spanish)</td> <td>LV (Latvian)</td> <td>SV (Swedish)</td> </tr> <tr> <td>ET (Estonian)</td> <td>MT (Maltese)</td> <td></td> </tr> </table>	BG (Bulgarian)	FI (Finnish)	NL (Dutch)	CS (Czech)	FR (French)	PL (Polish)	DA (Danish)	GA (Irish)	PT (Portuguese)	DE (German)	HU (Hungarian)	RO (Romanian)	EL (Greek)	IT (Italian)	SK (Slovak)	EN (English)	LT (Lithuanian)	SL (Slovenian)	ES (Spanish)	LV (Latvian)	SV (Swedish)	ET (Estonian)	MT (Maltese)	
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OPTION 1:																									
Language 1	— main language: perfect command of the competition language																								
Language 2	— first source language (must be different from language 1): thorough knowledge of either DE (German), EN (English) or FR (French)																								
Language 3	— second source language (must be different from languages 1 and 2): thorough knowledge of either DE (German), EN (English) or FR (French)																								
OPTION 2:																									
Language 1	— main language: perfect command of the competition language																								
Language 2	— first source language (must be different from language 1): thorough knowledge of either DE (German), EN (English) or FR (French)																								
Language 3	— second source language (must be different from languages 1 and 2): thorough knowledge of one of the official languages of the European Union																								

IV. ADMISSION TESTS

1. You will be invited to sit the tests	if, when submitting your on-line application , you have declared that you fulfil the general and specific conditions listed in section III.	
2. Nature and marking of tests	A series of tests comprising multiple-choice questions to assess your general ability as regards:	
Test (a)	Verbal reasoning Test in your main language (language 1)	This test will be marked out of 20 Pass mark: 10
Test (b)	Numerical reasoning Test in your main language (language 1)	This test will be marked out of 10
Test (c)	Abstract reasoning Test in your main language (language 1)	This test will be marked out of 10
		Aggregate pass mark for tests (b) and (c): 8
Test (d)	Verbal reasoning Test in your first source language (language 2)	This test will be marked out of 10 Pass mark: 5
Test (e)	Verbal reasoning Test in your second source language (language 3)	This test will be marked out of 10 Pass mark: 5

V. ADMISSION TO THE COMPETITION

1. Invitation to the assessment centre

The information given in your on-line application will be checked against the general and specific conditions to identify those applicants who satisfy the eligibility requirements for the competition.

Admission will be confirmed subject to subsequent verification of the supporting documents enclosed with your full application form. The number of candidates invited to the assessment centre will be approximately three times the number of successful candidates indicated in the competition notice and will be published on EPSO's website (www.eu-careers.eu).

2. Verification of information given by candidates

Following the assessment centre session, the information given by candidates in their on-line applications will be verified against the general conditions by EPSO and against the specific conditions by the selection board. If verification shows that the information given is not borne out by the appropriate supporting documents, candidates will be disqualified from the competition.

Applications are verified, in descending order of merit, for candidates with pass marks who obtained the best aggregate marks in the assessment centre tests (see section V). Verification will continue until the threshold number of candidates who can be placed on the reserve list and who actually fulfil all the conditions for admission is reached. The files of candidates below this threshold will not be examined.

VI. ASSESSMENT CENTRE

<p>1. You will be admitted to the assessment centre session</p>	<p>if you have obtained one of the highest aggregate marks ⁽¹⁾ in the admission tests and a pass mark in each and if, in the light of the information given in your on-line application, you fulfil the general and specific conditions listed in section III.</p>
<p>2. Assessment centre</p>	<p>You will be invited to an assessment centre, normally in Brussels, for a one-day session where you will be assessed:</p> <p>A. on your specific competencies in the field of translation. These competencies are tested by means of:</p> <p>(a) a translation test from language 2 to language 1 <u>(with a dictionary)</u> (b) a translation test from language 3 to language 1 <u>(with a dictionary)</u> and</p> <p>B. on the following general competencies:</p> <ul style="list-style-type: none"> — Analysis and problem solving — Communicating — Delivering quality and results — Learning and development — Prioritising and organising — Resilience — Working with others — Leadership <p>More information on these competencies can be found in point 1.2 of the guide to open competitions.</p> <p>The general competencies will be tested in your first source language (language 2), i.e. English (EN), French (FR) or German (DE), by means of:</p> <p>(a) a structured interview (b) a group exercise (c) an oral presentation.</p>

⁽¹⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment centre session.

3. Marking	<p>A. Specific competencies Each translation test will be marked out of 40 Pass mark for each test: 20</p> <p>B. General competencies Together, these competencies will be marked out of 40 Pass mark: an aggregate of 20 for all 8 competencies</p>
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VII. RESERVE LISTS

1. Candidates placed on the reserve lists	The selection board will place you on the reserve list ^(?) (see the number of successful candidates, section I.1) if you are among the candidates who satisfy all the conditions of admission set out in section V.
2. Classification	The list for each competition will be drawn up by option and by merit group (maximum four) and names will be listed in alphabetical order within each group.

VIII. HOW TO APPLY

1. On-line application	<p>You must apply on-line following the instructions on the EPSO website.</p> <p>Closing date: 12 August 2010 at 12:00 (midday), Brussels time</p>
2. Submission of application files	<p>If you are one of the candidates invited to the assessment centre session, you will be asked at a later stage to submit a full application file (signed on-line application form and supporting documents).</p> <p>Closing date: You will be informed of the closing date only via your EPSO account.</p> <p>Details: see point 2.2. of the guide to open competitions.</p>

^(?) Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

REVIEW OF 'COMPETITION' C A OJs

Please find below the list of C A published during the present year.

Unless otherwise indicated, OJs are published in all language versions.

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