

## **SELECTION OF TEMPORARY STAFF FOR THE DIRECTORATE-GENERAL FOR INTERPRETATION**

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Pending the outcome of the open competition planned for 2009 the Commission is organising a selection procedure to fill one administrator post (Latvian language interpreter) within the Directorate-General for Interpretation, Directorate A, Language Unit SCIC/A/10.

### **GENERAL CONDITIONS**

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities<sup>1</sup>, which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### **TYPE AND DURATION OF CONTRACT**

The successful candidate(s) may be offered a temporary contract under point (a) or (b) (*depending on budgetary possibilities*) of Article 2 of the Conditions of Employment of Other Servants of the European Communities in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff<sup>2</sup>. The duration of the contract will take account of the indicative timetable and progress of the open competition to be published in this field in 2009. In any case, the duration may not exceed four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)<sup>3</sup>.

It should, however, be noted that candidates who are successful in this selection procedure will only be recruited if they have passed an accreditation test at the level required by the EU institutions.

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<sup>1</sup> [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

<sup>2</sup> [http://www.cc.cec/guide/publications/infoadm/2004/ia04074\\_en.html](http://www.cc.cec/guide/publications/infoadm/2004/ia04074_en.html)

<sup>3</sup> [http://www.cc.cec/guide/publications/infoadm/2004/ia04075\\_en.html](http://www.cc.cec/guide/publications/infoadm/2004/ia04075_en.html)

## PLACE OF EMPLOYMENT

Brussels

## LEVEL

AD7 (as an indication, basic monthly starting salary of € 5.207,84 à € 5.426,68 EUR)<sup>4</sup>

## NATURE OF DUTIES

Providing high-quality interpretation in meetings organised by the Commission or other institutions or agencies for which it provides interpretation (Council of the EU, Committee of the Regions, European Economic and Social Committee). Participating in high-level meetings is a recurring feature of the job.

Providing expert advice to DG SCIC and to universities organising courses in interpretation with a view to providing a source of recruitment for future vacancies.

Carrying out organisational and coordination tasks, in particular in relation to major events such as Council Presidencies.

As the need arises, assessing and monitoring the quality of interpreting provided by staff and freelance interpreters.

Representing DG SCIC on the panel of inter-institutional accreditation tests for freelance Interpreters.

## QUALIFICATIONS

*Candidates must have:*

(i) successfully completed at least four years of training as a conference interpreter and obtained the relevant university-level qualification,<sup>5</sup>

**or**

(ii) successfully completed a full course of university education lasting at least three years and obtained a degree **AND** successfully completed training as a conference interpreter and obtained the relevant qualification,

**or**

(iii) successfully completed a full course of university education lasting at least three years and obtained a degree **AND** have one year's proven experience working as a conference interpreter.

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<sup>4</sup> [http://europa.eu/epso/documents/decision\\_on\\_classification\\_fr.doc](http://europa.eu/epso/documents/decision_on_classification_fr.doc)

<sup>5</sup> When the normal period of university education is three years, it must be followed by appropriate professional experience of at least one year (see Article 5.3 c ii) of the Staff Regulations.

## EXPERIENCE

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have at least four years' full time professional experience at university level gained after obtaining the first diploma referred to in points (i), (ii) and (iii). These four years must be additional to both the training as a conference interpreter evidenced by the relevant qualification and the one year's experience working as a conference interpreter required under points (ii) or (iii) above. This direct experience in the field of interpretation must include at least 100 days of conference interpreting within international organisations (see following links [http://europa.eu/interpretation/accreditation\\_en.htm](http://europa.eu/interpretation/accreditation_en.htm) + [http://europa.eu/interpretation/doc/dec\\_en.pdf](http://europa.eu/interpretation/doc/dec_en.pdf) + [http://europa.eu/interpretation/doc/crit\\_en.pdf](http://europa.eu/interpretation/doc/crit_en.pdf))

## LANGUAGES

Candidates must have the Latvian language as an "active" language i.e. their main language into which they work from their other working languages ("passive" languages) and, to take account of operational needs:

- either at least three "passive" languages,
- or two "passive" languages so long as they also have a "retour" into that "passive" language (i.e. the ability to interpret in consecutive and simultaneous into either language).

To take account of the operational needs of the Directorate-General the passive languages must be official languages of the European Union<sup>6</sup>

## CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

### 1. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff<sup>7</sup>, will carry out a pre-selection based on the qualifications and professional experience described in the application form and letter of motivation.

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<sup>6</sup> The official languages of the EU are: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovakian, Slovenian, Spanish, Swedish.

<sup>7</sup> Decision new policy for AT 28-04-2004 EN.pdf

However, where a candidate does not have the required qualifications for this AD 7 selection procedure but is eligible for the AD 5 selection procedure, the selection board may, with the candidate's consent, reassign the application to the AD 5 selection procedure.

## 2. Admission

The pre-selected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

- copy of a document proving citizenship (identity card or passport);
- copy of the diploma(s) or certificate(s) of the required level of education;
- employment certificates proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address: [SCIC-Select-Temporaries@ec.europa.eu](mailto:SCIC-Select-Temporaries@ec.europa.eu) The aim is to enable them to produce a complete and acceptable dossier by the deadline.

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

## 3. Selection

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience, abilities and knowledge of languages, as set out in this notice.

The list of aptitude will be valid maximum two years. The validity of the list may be extended. The closing of the list will be published on the EPSO website as well as on the Intranet of the Commission.

## **APPLICATIONS**

Completed applications (in English, French or German), accompanied by a letter of application and/or project, must be sent to the following address:

SCIC-Select-Temporaries@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the functional mailbox. The Commission reserves the right to put in place a computer tool that will automatically remove all messages of more than 1 MB.

Candidates should use the same functional mailbox for all correspondence with the selection committee and for any request for information.

**The closing date for the submission of applications is 2 June 2009.**

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For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection procedures (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online": [http://www.ec.europa.eu/civil\\_service/job/cvonline/index\\_en.htm](http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm).