

# CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT AGENTS

## TRANSLATORS – Function Group IV

EPSO/CAST/S/1/2011

### I. INTRODUCTION

At the request of the European Institutions, the European Personnel Selection Office (EPSO) is launching a selection procedure to set up a database of successful candidates from which to recruit contract staff in the field of **translation**.

The European Union Institutions recruit contract staff to provide additional capacity in specialised fields. Contract staff are usually employed for a fixed maximum period of 3 years, often with a shorter initial contract of 12 months, depending on the type of the job.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union<sup>1</sup>. Please go to this address to read all the working conditions: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF> (Title IV, page 170).

The database of successful candidates will be made available to the various translation departments in the European Institutions. **The positions will be based in Brussels and Luxembourg depending on the needs of the services.**

Experience has shown that CAST procedures attract large numbers of highly qualified candidates who achieve a high success rate in the tests. Consequently, candidates should be aware that it may be the case that the database of successful candidates for some languages at least will be larger than warranted by the actual needs of the Institutions.

The table below sets out the Institutions' estimated needs for contract agent translators over a period of time, taking into account factors such as the temporary nature of contracts, staff turnover etc.

Approximate pools of candidates required per language over the three-year period 2012-2014:

Main language	Approximate pool	Main language	Approximate pool
Bulgarian (BG)	41	Italian (IT)	40
Czech (CS)	45	Latvian (LV)	40
Danish (DA)	40	Lithuanian (LT)	41
Dutch (NL)	41	Maltese (MT)	40
English (EN)	45	Polish (PL)	46
Estonian (ET)	40	Portuguese (PT)	36
Finnish (FI)	40	Romanian (RO)	41
French (FR)	41	Slovakian (SK)	45
German (DE)	45	Slovenian (SL)	40
Greek (EL)	41	Spanish (ES)	35

<sup>1</sup> For the European Commission, the General Implementing Provisions for the employment of Contract Agents are also to be taken into account. Go to this link to read these Provisions: [http://ec.europa.eu/civil\\_service/docs/ca\\_rules\\_en.pdf](http://ec.europa.eu/civil_service/docs/ca_rules_en.pdf).

Hungarian (HU)	45	Swedish (SV)	40
Irish (GA)	25		

**Candidates may apply for one language only in this selection procedure.  
Candidates who make more than one application will be disqualified.**

## II. JOB DESCRIPTION<sup>2</sup>

The principal role of a translator in the EU Institutions is to deliver high-quality translations within the deadlines set and to provide linguistic advice.

The tasks of a translator include translation from at least two official languages of the EU 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 tools.

## III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The **approximate** timetable for the selection procedure will be as follows:

STEP	Indicative dates	
	Languages attracting more than 600 applications	Languages attracting 600 applications or less
Verbal and Numerical Reasoning (V&R) tests	March-April 2012	n/a
CV Sifting	May-June 2012	December 2011 – January 2012
Competency (translation) tests	July 2012	March 2012
Results of competency (translation) tests	October 2012	May 2012

## IV. ELIGIBILITY REQUIREMENTS

On the closing date for online applications you must fulfil the following conditions:

<b>A. General conditions</b>	
(a) be a citizen of one of the Member States of the European Union.	
(b) enjoy your full rights as a citizen.	
(c) have fulfilled any obligations imposed on you by the laws on military service.	
(d) meet the character requirements for the duties involved.	
<b>B. Minimum specific conditions - Education/experience</b>	
University studies of at least three years' duration attested by a diploma	
<b>C. Knowledge of languages</b>	
(a) <b>Language 1 (L1)</b>  and	<b>Main language:</b> a perfect command of one of the official languages of the European Union (must be the same language as the one you have chosen for this selection procedure).

<sup>2</sup> This is a simplified version of the generic profile that will be used when establishing contracts. It is mentioned for information purposes and has no legal value.

<p>(b) <b>Language 2 (L2)</b></p> <p style="text-align: center;">and</p> <p>(c) <b>Language 3 (L3)</b></p>	<p><b>Source language:</b> a thorough knowledge of English, French or German, must be different from language 1 above.</p> <p><b>Source language:</b> a thorough knowledge of one of the official languages of the European Union, different from languages 1 and 2 above.</p>
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**You may apply for only one of the 23 languages as your main language (L1).**

**You will not be able to change your choice of languages once you have validated your online application form.**

**N.B. If you are called for an interview you will be asked to provide the relevant supporting documents. If it is established that the information you have provided is false, you will be disqualified (your name removed from the database).**

## V. HOW TO APPLY AND DEADLINE FOR APPLYING

You must apply online via the link provided on the EPSO Website ([http://europa.eu/epso/apply/today/contract\\_en.htm](http://europa.eu/epso/apply/today/contract_en.htm)). Follow the instructions on the website and particularly in the application manual.

### DEADLINE FOR APPLICATIONS (including validation):

**29/11/2011 at 12:00 (midday) Brussels time**

## VI. SELECTION PHASES

A distinction will be made in the selection process between languages attracting 600 and fewer candidates and those attracting more than 600 candidates; the latter will include an extra stage in phase A as shown below:

Selection Phase		Applicable to
Phase A	Part I	Verbal and Numerical Reasoning Test to select, for each language, approximately 600 candidates with the highest aggregate marks (and the pass mark in each test) to go forward to the selection based on qualifications
	Part II	Selection based on qualifications – CV sifting - to select the candidates who will go forward to the competency tests (for each language, approximately three times the size of pool of successful candidates required)
Phase B	Competency test: translation	

## **VERBAL AND NUMERICAL REASONING COMPUTER-BASED TESTS**

Candidates for all languages attracting more than 600 candidates will be required to sit a series of verbal and numerical reasoning tests, to be done on a computer, before their selection based on qualifications.

<b>Test Format</b>		<b>Time allowed for test</b>	<b>Language of test</b>	<b>Maximum number of points</b>	<b>Minimum score required</b>
<b>a)</b>	Verbal reasoning skills (multiple choice test)	35 minutes	Candidate's main language (L1)	20	10 points
<b>b)</b>	Numerical reasoning skills (multiple choice test)	20 minutes	Candidate's main language (L1)	10	4 points
<b>c)</b>	Verbal reasoning skills (multiple choice test)	18 minutes	Candidate's source language (L2)	10	5 points
<b>d)</b>	Verbal reasoning skills (multiple choice test)	18 minutes	Candidate's source language (L3)	10	5 points

The tests will be held in test centres throughout Europe.

For each language, the 600 candidates who obtain the highest aggregate marks (and the pass mark in each test) will go forward to the selection based on qualifications.

## **SELECTION BASED ON QUALIFICATIONS – CV SIFTING**

Candidates will be screened on the basis of their qualifications, particularly in terms of their diplomas and professional experience, against the criteria set out in the table below, and those whose profiles best match the duties and the selection criteria will be invited to the competency (translation) tests.

A selection panel will be appointed to assist EPSO at this stage of the selection procedure, specifically to take charge of the selection based on qualifications (CV sifting).

Criteria for CV sifting:

1.	University degree (at least three years of study) in the field of languages.
2.	University degree (at least three years of study) in one of the following fields: law, economics, finance, engineering.
3.	Master's degree - or a degree higher than a Master's - in any field.
4.	Professional experience as a translator.
5.	Professional experience as a translator from one of the following languages: English, French, German into your main language.
6.	Professional experience as a translator in one of the following fields: law, economics, finance, engineering.
7.	Professional experience of revising translations or editing texts in your main language.
8.	Experience with computer assisted translation (CAT) tools.
9.	A good command of any other language(s) besides L1, L2 and L3 (NOT necessarily official EU languages).

**N.B. If you are called for an interview you will be asked to provide the relevant supporting documents. If it is established that the information you have provided is false, you will be disqualified (your name removed from the database).**

This selection is carried out **solely** on the basis of the information provided by the candidate in the 'Talent Screener' section of the application form and takes place in two stages:

- First stage: An initial selection based on qualifications will be made on the basis of the answers (yes/no) ticked by the candidate and the weighting assigned to each question, which will be on a scale of 1 to 3 according to the importance attached to the corresponding criterion. The candidates who obtain the highest number of points will go through to the second selection stage (about six times the pool of candidates required per language).
- Second stage: The selection panel will scrutinize candidates' answers and will award 0 to 4 points for each answer; the points are then multiplied by the weighting assigned to the corresponding criterion.

The candidates who obtain the highest number of points will be invited to the translation tests (about three times the pool of candidates required per language).

**IMPORTANT: Any language(s) that attracts fewer than three times the pool of candidates required will not be subject to CV sifting; candidates will be invited directly to the translation tests.**

### TRANSLATION TESTS

Candidates will be required to sit two translation tests, to be done on a computer. **No dictionaries will be allowed during this test.**

Test Format	Time allowed for test	Source language	Maximum number of points	Minimum score required
Translation into Language 1 (L1) (approximately 20-25 lines)	60 minutes	Language 2 (L2)	50	25
Translation into Language 1 (L1) (approximately 20-25 lines)	60 minutes	Language 3 (L3)	50	25

Tests will be held in test centres throughout Europe.

Candidates who obtain the minimum score in each translation test will be admitted to the database of successful candidates. Results from the earlier stages of the selection procedure will not be added to candidates' final scores.

## **VII. TEST RESULTS**

All test and CV sifting results will be published in the candidates' EPSO accounts. In the case of the multiple-choice computer-based tests, the results will not show the wording of the questions or of the answers, but merely the reference number/letter of the answers chosen and of the correct answers.

Candidates can obtain a copy of their translation script (not corrected) on request. Requests should be sent to EPSO, using the contact page on EPSO's website within 10 calendar days of being notified of the results.

## VIII. INCLUSION IN THE DATABASE OF SUCCESSFUL CANDIDATES

The names of candidates who obtain the pass mark in each of the translation tests will be entered in a database and will not be made public in any other form. Access to the database will be granted to EU Institutions, Offices and Agencies. The database will remain valid for a period of three years from the date when candidates were notified by EPSO of their results.

## IX. SELECTION FOR POTENTIAL RECRUITMENT

**Inclusion in the database is not a guarantee that you will be offered a job.** As vacancies arise, the recruiting service concerned will search the database and invite for an interview those candidates who best match the job requirements in question; depending on the outcome, they may then make a formal job offer. The type of contract offered will be either a CA 3A<sup>3</sup> or a CA 3B<sup>4</sup> contract, depending on the employer making the job offer, as indicated below. However, the majority of contracts will be CA 3B type. Generally their duration will be for a maximum of three years but in some Institutions (for example, the European Economic and Social Committee and the Committee of the Regions) their duration might be for up to six years.

Contract	Place of Employment
CA 3A (could lead to an indefinite contract)	Commission offices attached to a Directorate-General, such as the two Offices for Infrastructure and Logistics in Brussels (OIB) and Luxembourg (OIL), the Paymasters Office (PMO), the European Personnel Selection Office (EPSO) and the European Administration School (EAS), plus Agencies, Commission Representations and EU-Delegations
CA 3B (fixed-term)	Commission Directorates-General and other Institutions, European Anti-Fraud Office (OLAF) and the Publications Office of the European Union (OP)

<sup>3</sup> Under Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

<sup>4</sup> Under Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

## X. REVIEW/APPEAL PROCEDURES

If, at any stage of this selection procedure, you consider that a mistake has been made or that EPSO has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

Procedure	Contact point	Time limit <sup>5</sup>
1. Request a review	Either via the contact page on EPSO's website or by fax to: +32 2 2979611	10 calendar days
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union <sup>6</sup>	Either by post to: European Personnel Selection Office (EPSO) (EPSO/CAST/S/1/2011) C-25, 1049 Brussels, Belgium or via the contact page on EPSO's website	3 months
After completion of step 2 above (step 1 is optional) you have the possibility to:		
3.a) If your complaint is rejected explicitly or by silence, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations <sup>7</sup>	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months
OR <sup>8</sup>		
3.b) Submit a complaint to the European Ombudsman <sup>9</sup>	European Ombudsman 1 avenue du Président Robert Schuman — CS 30403 67001 Strasbourg Cedex FRANCE	2 years

## XI. COMMUNICATIONS

EPSO will contact you via your EPSO account. It is up to you to consult your EPSO account at regular intervals — at least twice a week — to keep track of the progress of the procedure and to check the information relevant to your application. If you are prevented from doing so because of a technical problem that is attributable to EPSO, you must notify EPSO immediately.

For all correspondence with EPSO, please use the contact form on the EPSO website at: <https://europa.eu/epso/application/passport/webform.cfm?usertype=1&lang=en>.

To ensure that all general texts and all communication between you and EPSO are clearly understood on both sides, only English, French, or German will be used for the invitations to the various tests and correspondence between you and EPSO.

<sup>5</sup> From the date of publication of the decision in the candidate's EPSO Account.

<sup>6</sup> Please quote the following in the subject line of your letter: 'EPSO/CAST/S/1/2011'; your application number; and 'Complaint under Article 90(2)'.

<sup>7</sup> For details of how to submit an appeal and calculation of the time limits, please consult the website of the European Union Civil Service Tribunal at: [http://curia.europa.eu/jcms/jcms/TF5\\_5230](http://curia.europa.eu/jcms/jcms/TF5_5230).

<sup>8</sup> Important: if you lodge an administrative complaint (step 3a) above), you may not submit a complaint to the Ombudsman (step 3b) above).

<sup>9</sup> Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/en/home>.

## **XII. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS**

EPSO takes great care to see that the principle of equal treatment is observed. Consequently, if at any stage in the procedure EPSO finds that you have created more than one EPSO account, you have made more than one application or you have made any false declarations, you will be disqualified from the selection procedure.

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the Institutions must show themselves to be of the highest possible integrity.

## **XIII. SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES**

### a) Condition existing at time of application

1.	If you have a disability or a condition that might pose difficulties for you when taking the tests, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the tests, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	Send either a medical certificate or a certificate attesting your disability issued by a recognised body (as the case may be) as soon as possible after validating your online application. These supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable. Requests and supporting documents should be sent: — either by e-mail to: EPSO-accessibility@ec.europa.eu, — or by fax to: +32 22998081, addressed to 'EPSO accessibility', — or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' C-25 1049 Bruxelles/Brussel BELGIQUE/BELGIË

### b) Condition developing after application

1.	If a condition of the kind described above develops after the deadline for online applications, you must inform EPSO as soon as possible. Please state in writing what arrangements you consider necessary.
2.	Send the relevant documents — either by e-mail to: EPSO-accessibility@ec.europa.eu, — or by fax to: +32 22998081, addressed to 'EPSO accessibility', — or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' C-25 1049 Bruxelles/Brussel BELGIQUE/BELGIË