



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Assistant in the Italian Translation Unit – Directorate for Translation

Reference number: COR/AST1-AST9/3 BIS/25

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| Directorate | Directorate for Translation |
| Unit | Italian Translation |
| Vacancy | AST1-AST9 |
| Type of post | ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations |
| Date of publication | 16/01/2025 |
| Deadline | 30/01/2025 at noon (Brussels time) |

1. Your job and responsibilities

Interested in a position where you will use your language skills daily? Want to work in a Directorate at the service of two separate EU institutions, and thus have the opportunity to familiarise yourself with different EU projects and policies?

As an assistant, in the Italian Translation Unit, you are responsible for assisting translators with the preparation and production of translations into Italian, using translation tools and in-house IT applications, as well as for coordinating workflow under the guidance of the Head of Unit or the language coordinator.

You are also responsible for preparing texts to be outsourced to another service provider and giving a final check to the translated texts before publishing them as part of the overall quality control process; you provide proofreading or other linguistic support in Italian.

You take part in the cooperation networks or other horizontal tasks (webmaster's tasks, assistance to the Head of Unit, library and office supply orders etc.) as well as ensuring business continuity on a daily basis and performing an evening stand-by a few times per year (rotating tasks).

You perform other administrative and technical tasks and cooperate with other language teams' assistants.

You are part of the dynamic team of the Italian Translation Unit, which consists of 10 translators and 3 assistants.

2. Who are we? What are the challenges for us ahead?

The Directorate for Translation (DT) has a language team for each official EU language, and a central Translation Management Unit. The vacant position is in the Italian Translation Unit.

Our field? The DT provides translation and other language services to the European Committee of the Regions and the European Economic and Social Committee. Through the common voice of translation, the DT helps the members of the Committees influence EU decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

Our main achievements

- We have adapted to the fast-changing world of translation, applying new technologies and offering tailored training to our staff;
- We pride ourselves on our modern approach and efficient translation procedures based on electronic workflows and paperless working methods, while maintaining a strong focus on high quality texts and client orientation;
- We foster a workplace built on mutual respect and a healthy work-life balance with emphasis on continuous learning and development.

Our challenges ahead

- We aim to achieve sustainable multilingualism through a combination of high quality and efficiency;
- We are committed to staying in step with the evolving translation technologies, so that we can best harness them for our needs.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.

- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have strong organisational skills, the ability to meet deadlines and to set priorities, attention to detail
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a mother-tongue level of Italian is required. A good level of English or French is necessary and the knowledge of the other language would be an asset
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, SharePoint, etc.
- You are keen on learning other specific IT applications
- You have a strong sense of responsibility and the ability to work well under pressure

3.3 ASSETS

- Previous experience in working in a translation unit is a strong asset
- Knowledge of current translation-related IT applications (SDL Trados Studio or other computer-aided translation tools, etc.) is desirable

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 30/01/2025 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.