

CALL FOR EXPRESSION OF INTEREST

Translator in the Romanian sector

Reference number: COR/CA/FGIV/02/2025

Directorate	Directorate for Translation
Unit	Spanish-Portuguese-Romanian Translation
Sector	Romanian sector
Type of position	Contract staff FGIV
Period	1 year, starting from 01 April 2025
Application	Online application form Please note: <ul style="list-style-type: none">▪ The successful completion of EPSO CAST FGIV is required.▪ Candidates preselected for this procedure will be required to pass a written test.
Date of publication	06/02/2025
Deadline	27/02/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in a position where you will use your language skills daily? Fancy working in a directorate that serves two separate European Union institutions, where you will familiarise yourself with different European Union projects and policies?

As a translator in the Romanian language sector, you will translate often complex documents, covering all spheres of EU activity, into Romanian from at least two other EU official languages within the set deadlines.

You will be responsible for ensuring a high level of quality, by producing complete, precise and linguistically correct translations that preserve the meaning, essence and aim of the original documents.

You will revise, check and assess translations produced by your colleagues and external service providers. You will also carry out terminological research using, among other things, the various

documentary and terminological databases available, and will contribute to the terminology work of the Romanian language sector and the Directorate for Translation.

You will be part of a dynamic directorate, which offers a wide range of internal and interinstitutional training courses, including language classes, as well as formal and informal contact with colleagues in other units through cross-departmental activities.

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

The Directorate for Translation (DT) has a translation team for each official EU language, and a central Translation Management Unit. This vacant position is in the Spanish, Portuguese and Romanian Translation Unit, Romanian sector.

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 maintain 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 passed [EPSO CAST FGIV¹](#)
- You have a perfect command of the Romanian language (mother tongue or equivalent).
- You have a very good knowledge of and the ability to translate from English and from one / more of the following languages: French, German. Knowledge of other official EU languages would be considered an asset. Translators may be required to learn other official languages of the EU during their career.
- You have a good command of current translation-related IT applications (Microsoft Office, SDL Trados Studio or other computer-aided translation tools, etc.) and willingness to further develop in this area.
- You can work autonomously and prioritise workload in accordance with the needs of the language sector.
- You are flexible and you can work in a team and adapt to an international working environment.
- You have a strong sense of responsibility and the ability to work well under pressure.
- Previous experience in translation and quality assessment is a strong asset.
- Knowledge of the CoR and the EESC and of their structures, aims and contribution to the EU is desirable.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

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

¹ For more information please consult the [website EU Careers](#).

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 27/02/2025 at noon.

Please note:

- the successful completion of [EPSO CAST FGIV](#) is required to be eligible for this selection procedure.
- only candidates selected for the interview and written test by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

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.