



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Translator in the Irish sector

Reference number: COR/AD5-AD12/13 BIS/25

Directorate	Directorate for Translation
Unit	English and Irish translation
Vacancy	A5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	20/02/2025
Deadline	06/03/2025 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 Irish language sector, you will translate often complex documents, covering all spheres of EU activity, into Irish and English from at least two 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 Irish language sector and the Directorate for Translation.

You may be expected to carry out other specific tasks in the Irish language sector (e.g., correcting and editing original documents, acting as the team's IT superuser, serving as language coordinator).

You will also participate in other side tasks (training, development of IT tools, etc.).

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 language team for each official EU language, and a central Translation Management Unit. The vacant position is in the English and Irish Translation Unit, Irish sector.

Our field? DT provides translation and other language services to the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC). Through the common voice of translation, 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 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 a perfect command of the Irish language (mother tongue or equivalent).
- You have a very good knowledge of and the ability to translate from English and from one or 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.).

3.3 ASSETS

- 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.

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 06/03/2025 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.