



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Temporary staff member working as Secretary/clerk in the Spanish, Portuguese and Romanian Translation Unit

Reference number: COR/TA/AST-SC1/19/2025

Directorate	Directorate for Translation
Unit	Spanish, Portuguese and Romanian Translation Unit
Sector	Spanish Language Sector
Type of position	Temporary staff AST-SC1
Period	2 years, starting from 1 st January 2026
Application	Online application form
Date of publication	6/11/2025
Deadline	20/11/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in a position where you will use your language skills on a daily basis? Do you 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 a secretary/clerk in the Unit, you will be responsible for assisting translators with the preparation and production of translations into Spanish using translation tools and in-house IT applications, as well as for coordinating the workflow under the guidance of the Head of Unit or the language coordinator.

You will also be responsible for preparing texts for outsourcing to another service provider and for carrying out a final check of the translated texts before publication, as part of the overall quality control process; you will proofread documents and provide other language support in Spanish.

You will take part in cooperation networks and carry out other horizontal tasks (such as webmaster, assisting the Head of Unit, taking on library and office supply orders, etc.), as well as ensure business continuity on a daily basis and perform evening stand-by a few times per year

(rotating tasks). You will perform other clerical and technical tasks and cooperate with other language teams' assistants.

You will be part of a dynamic Directorate, which offers a wide range of internal and inter institutional training courses, in addition to language classes, as well as formal and informal contacts with colleagues in other Units, through cross-service activities such as the Translation AST-Network.

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 Spanish, Portuguese and Romanian Translation Unit – Spanish language sector. The Spanish language sector comprises 10 translators and 3 assistants.

The 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, 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 periods 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 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 thorough knowledge of Spanish (written and oral) is required and a good knowledge of English or French is necessary.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.

3.3 ASSETS

- Knowledge of other EU official languages would be an asset.

Please note that candidates must meet the eligibility criteria specified in [art. 12\(2\) 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 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 **20/11/2025 at noon**.

Please note that only candidates selected for an interview 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.