



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Head of Unit – Translation Management Unit

Reference number: COR/AD9-AD14/6 BIS/26

Directorate	Directorate for Translation
Unit	Translation Management Unit
Vacancy	AD9-AD14
Type of post	Official - Head of Unit Publication under Article 29(1)(a) and (b) of the Staff Regulations
Date of publication	19/02/2026
Deadline	05/03/2026 at noon (Brussels time)

## 1. Your job and responsibilities

Interested in working in a Directorate that serves two separate European Union institutions, where you will work on forward-looking projects and policies? Would you like to work in a position that plays a central role as the operational manager in the Directorate?

As Head of Unit in the Translation Management Unit, you will be a member of the Directorate's core management team.

You will be responsible for the management and coordination of the workload of the entire Directorate of translation across ten Units and twenty-four language sectors. You will be providing essential contributions to the general coordination and sound management of the Directorate and managing the efficient use of the Unit's resources. You will also be responsible for ensuring the quality of the work carried out within the Unit.

As operational manager you will be responsible for ensuring the business continuity of the Directorate. You will act as the business representative of the Directorate for any IT and technology-related project and activity. You will establish effective inter-institutional relations and coordinate with other stakeholders to ensure the best possible use of resources.

You may be asked to carry out other specific tasks and represent the Directorate at the Committees' and at inter-institutional level. You will manage a dynamic team of 5 administrators and 14 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 two central services. The vacant position is in the Translation Management Unit, one of the DT central services.

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 modern 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:

- Multilingualism is at the core of the European project; we aim to provide this essential service to the Committees and the European citizens ensuring high efficiency and meeting the required quality expectations;
- We are committed to staying ahead with the use of the continuously evolving translation technologies, so that we can best harness them for the needs of the Committees.

## **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 high level of English is required and a good level of French is highly desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You have proven experience in daily supervision of staff, including feedback, assessment and development.
- You have sound experience in implementing change, optimising use of resources and modernising working methods and tools through technologies.
- You have substantial experience in managing projects involving several internal and external stakeholders.
- You have proven experience in managing IT projects.

### 3.3 ASSETS

- Knowledge of the European Union's decision-making process and experience in the area of interinstitutional cooperation, preferably in a relevant technical field, is a strong asset.
- Prior experience in managing translation-related services, and translation process management using the latest translation tools is an asset.
- Prior experience in translation demand management, translation stakeholder negotiations and/or translation workload prioritisation is an asset.
- Prior experience in development and implementation of translation technology tools and systems, specifically in the fields of neural machine translation and large language models is an asset.
- Background in project and/or portfolio management is an asset.
- Knowledge of the CoR and the EESC and of their structures, aims and contribution to the EU is desirable.

## 4. Are you eligible for this position?

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Each candidate must have at least 10 years of relevant working experience, 3 of which must have been acquired in a position that required team management.

## **5. Two step selection process**

A selection panel will assess the applications received by the deadline. The best eligible applicants will be invited to an interview with a panel. Based on the results of this interview, a shortlist of up to 3 candidates will be proposed to the Secretary-General.

The Secretary-General will meet individually all the shortlisted candidates and will decide which one will be proposed to carry out the duties of Head of Unit.

The CoR aims for a high degree of diversity in its management team in terms of gender and geographical balance. In line with its commitment in the area of equal opportunities, in case of equal merit, preference will be given to candidates of the underrepresented gender and to candidates which further diversify the geographical balance of CoR management team.

## **6. 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.

## **7. 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 05/03/2026 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.