



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Assistant in the Italian Translation Sector

Reference number: COR/AST1-AST9/5 BIS/26

Directorate	Directorate for Translation
Unit	Italian, Maltese and Slovenian Translation
Vacancy	AST1-AST9
Type of post	Official Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	05 February 2026
Deadline	19 February 2026 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in a position where you can use your language skills every day? Would you like to work in a Directorate serving two separate EU institutions, giving you the opportunity to gain insight into a wide range of EU projects and policies?

As a Translation Assistant in the Italian language sector, you will be responsible for supporting translators in the preparation and production of translations into Italian, using translation tools and in-house IT applications, as well as assisting with workflow coordination under the guidance of the Head of Unit and the Language Coordinator.

You will also be responsible for preparing texts to be outsourced to external service providers and carrying out final checks on translated texts before publication, as part of the overall quality-control process. You will provide linguistic support in Italian as needed.

You will participate in cooperation networks and other horizontal tasks (such as webmaster duties or support to the Head of Unit), ensure daily business continuity, and perform evening stand-by duties a few times per year on a rotating basis.

In addition, you will carry out other administrative and technical tasks and collaborate closely with assistants and Language Coordinators from other language teams.

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

The Directorate for Translation (DT) consists of a language team for each official EU language, as well as a central Translation Management Unit. The vacant post is located in the Italian–Maltese–Slovenian Translation Unit, Italian sector.

Our mission

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

Our main achievements

- We have adapted to the rapidly evolving translation environment, embracing new technologies and offering tailored training to our staff.
- We take pride in 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 an emphasis on continuous learning and professional development.

Our challenges ahead

- We aim to advance sustainable multilingualism by combining high quality with efficiency.
- We are committed to keeping pace with evolving translation technologies, enabling us to leverage them effectively 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 strong organisational skills, the ability to meet deadlines and to set priorities, attention to detail.
- You have a perfect command of the Italian language (mother tongue or equivalent).
- You have a very good knowledge of English or French. Knowledge of other official EU languages would be considered 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 19 February 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.