



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Assistant in the Translation Management Unit

Reference number: COR/AST1-AST9/13 BIS/26

Directorate	Directorate for Translation
Unit	Translation Management Unit
Sector	Translation Workflow and Helpdesk
Vacancy	AST1-AST9
Type of post	Official - Assistant Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	24 April 2026
Deadline	11 May 2026 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in a position where you will support complex translation processes through coordination, planning and digital tools? 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 an assistant in the Workflow team, you support the management and coordination of translation requests at Directorate level. You assist in the planning, allocation and monitoring of translation workflows using in house IT systems and electronic workflow tools, under the guidance of the Head of Sector.

You monitor, anticipate and analyse fluctuations in translation demand and workload, and contribute to capacity planning and the definition of mitigation measures.

You take part, as required, in internal and interinstitutional working groups and cooperation networks related to translation management, workflow and language technologies.

You work in close cooperation with requesting services, language departments and other horizontal services involved in the content production chain.

You help to optimise, document and continuously improve workflow processes, including drafting and updating procedures and guidance.

You actively contribute to the testing, deployment and operational follow up of workflow related IT tools and systems supporting translation and document management.

You also assist with knowledge-sharing, training and job-shadowing activities within the unit and the Directorate.

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 units. The vacant position is in the Translation Management Unit, Workflow and Helpdesk sector, Workflow team.

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 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 strong organisational skills, the ability to meet deadlines and to set priorities, attention to detail.
- 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. A very good level of English or French is necessary and the knowledge of the other language would be an asset.
- 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 are keen on learning other specific IT applications.
- You are pro-active and service oriented, with a certain level of availability and flexibility concerning working hours.
- You have very good communication skills.
- You have a strong sense of responsibility and the ability to work well under pressure.

3.3 ASSETS

- Knowledge of translation and workflow management tools is an 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 11 May 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.