

**NOTICE OF INTERNAL COMPETITIONS**

**FOR AD9 HEADS OF UNIT  
IN THE FIELD OF INTERPRETATION**

**LITHUANIAN (COM/INT/SCIC/10/AD9/LT)  
and MALTESE (COM/INT/SCIC/10/AD9/MT)  
LANGUAGE UNITS**

The European Commission is organising two internal competitions on the basis of tests to appoint AD9 Heads of unit in the field of interpretation in the Lithuanian (SCIC.A.3) and Maltese (SCIC.A.19) units of Language Departments I and V of Directorate A of the Directorate-General for Interpretation (DG SCIC).

The European Commission applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or beliefs, political or other views, membership of a national minority, financial situation, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

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<b>I. INTRODUCTION</b>
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**1. General**

In order to cover its need for permanent officials in middle management posts in the field of interpretation who are nationals of the ten Member States which joined the EU on 1 May 2004, the European Commission is organising two internal competitions on the basis of tests with a view to appointing AD9 Heads of unit for the Lithuanian (SCIC.A.3) and Maltese (SCIC.A.19) units in Language Departments I and V of the Directorate-General for Interpretation (DG SCIC).

**2. Number of successful applicants required per competition:**

<b>Head of Unit, Lithuanian Interpretation</b>	<b>2</b>
<b>Head of Unit, Maltese Interpretation</b>	<b>2</b>

**3. Selection board**

The names of the selection board members will be published on My IntraComm on the Competitions/ Selection page of the HR & Administration website at the following address:  
[http://myintracomm.ec.europa.eu/hr\\_admin/en/competitions/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/competitions/Pages/index.aspx)

**It is strictly forbidden for applicants to make any contact with the members of the selection board, either directly or indirectly. Any infringement of this rule will disqualify you from the competition.**

All correspondence concerning these competitions shall be channelled through the secretariat of the internal competitions via the appropriate functional mailbox: EPSO-COM-INT-SCIC-10-AD9-LT or EPSO-A4-COM-INT-SCIC-10-AD9-MT.

<b>II. DUTIES</b>
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**1. Duties**

The duties of the head of an interpretation unit involve both staff management and conference interpreting.

**Staff management tasks**

The head of unit will be responsible in his language section for both the staff interpreters and the auxiliary conference interpreters employed by the institution. He must therefore:

- guarantee efficient staff management within the Unit, in accordance with the institution's human resources policy, in particular by talent-scouting for new interpreters, planning recruitment procedures, assessing interpreters' performances in the booth and in the team, applying a training policy and managing leave or part-time work requests;
- develop the effectiveness and quality of the team's work by encouraging the development of the team members' skills, setting suitable training pathways and acting as a coach;
- develop genuine team spirit in the unit by creating and strengthening the sense of working together towards common goals;

- identify possible sources of tension within the unit and take personal initiatives to resolve conflicts;
- make sure that the interpreters in his unit are well-informed as to the procedures and policy of the Directorate-General and ensure good communication with/between his colleagues and hierarchical superiors;
- draft notes in at least one of the working languages of the EU administration (English, French or German);
- contribute to the development of strategies and procedures to achieve the common objectives of the Directorate-General;
- manage large teams of interpreters in multilingual meetings.

### **Conference interpreting tasks**

As a conference interpreter, the head of unit could be required to work either simultaneously or consecutively. He must therefore:

- be completely proficient in his main language and have a professional standard in his language combination;
- maintain discretion as to the content of meetings.

The Commission places particular importance on the ability of applicants to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Applicants will have to show initiative and imagination and be highly motivated. They should be able to work frequently under pressure, both on their own and in a team, and to adjust to a multicultural working environment. They will also be expected to develop their professional skills throughout their career.

## **2. Place of employment**

Brussels.

<h2><b>III. ELIGIBILITY CRITERIA</b></h2>
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### **1. General conditions of eligibility**

On the closing date for applications set by this notice, candidates must:

- a) be nationals of one of the ten Member States which joined the European Union on 1 May 2004 (Cyprus, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Slovakia, Slovenia and the Czech Republic),
- b) enjoy their full rights as citizens,
- c) have fulfilled any military service obligations imposed on them by law,
- d) meet the character requirements for the duties involved.

## 2. Administrative status

Applicants must:

- a) be officials or temporary agents of the Commission or of the services attached to it on the closing date for applications set by this notice, occupying a post and have the administrative status "in active employment", "on leave for military service", "on parental or family leave", "on secondment in the interests of the service" or "on secondment at their own request" during the first six months of their secondment, within the meaning of Articles 35 *et seq.* of the Staff Regulations;
- b) have acquired seniority in the function group AD of at least 12 months over the period from 1 May 2007 to the closing date for applications set by this notice, as an official and/or temporary agent in the European Commission and/or in the services attached to it.

The following are taken into account in calculating seniority: periods with the administrative status "in active employment" and "on secondment in the interests of the service" within the meaning of Articles 35 *et seq.* of the Staff Regulations.

## 3. Qualifications

Applicants must have:

- i) completed a full course of training as a conference interpreter lasting at least four years and obtained the relevant university-level qualification,
- or**
- ii) completed the equivalent of a full course of university education lasting at least four years and obtained a degree AND successfully completed training as a conference interpreter and obtained the relevant qualification,
- or**
- iii) completed the equivalent of a full course of university education lasting at least four years and obtained a degree AND have one year's proven experience working as a conference interpreter.

When the normal period of university education is three years, it must be followed by appropriate professional experience of at least one year (see Article 5(3)(c)(ii) of the Staff Regulations). The minimum of one year's professional experience required counts as an integral part of the degree and cannot be included in the professional experience required under point 4 below. It must have been acquired after obtaining the degree required to participate in the competition.

The selection board will allow for differences between education systems. Examples of the minimum qualifications required can be found on the EPSO website: <http://www.eu-careers.eu>.

#### 4. Professional experience

##### **For all cases under Section III, points 3 i), ii) and iii):**

After obtaining the four-year university qualification specified in Section III point 3, applicants must have at least **10 years** professional experience. This professional experience must include minimum 4 years in interpretation among which at least **200 days'** conference interpreting in international public organisations.

Experience as a court interpreter, liaison interpreter or company interpreter does not count as experience as a conference interpreter.

Only professional experience with supporting documents (such as conference interpreting contracts) may be taken into consideration.

##### **For Section III, point 3 ii)**

Training as a conference interpreter attested by a certificate or other proof of success will be counted in the 10 years' professional experience.

##### **For Section III, point 3 iii)**

The one year's professional experience as a conference interpreter will be counted in the 10 years' professional experience, but may not be counted for the required 200 days' conference interpreting in international public organisations..

#### 5. Knowledge of languages

"Language combination" means the languages used by conference interpreters in their work. Working languages are either "active" or "passive" languages, and are defined below as "A", "B" or "C" languages.

**Active languages** are those into which you interpret. There are two types of active language:

"A" language

Your main language, into which you interpret from all your working languages, either simultaneously or consecutively.

"B" language

The language into which you interpret from one or more of your other languages (this is not your main language but you have a perfect command of it).

**Passive languages** are those from which you interpret and which you understand fully. A passive language is referred to as a "C" language.

The official languages of the EU are: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

**Applicants must have one of the language combinations described in options 1 and 2 below.**

#### OPTION 1 (A + CC)

- a) perfect command of the competition language, i.e. either Lithuanian or Maltese (active language A);
- b) a thorough knowledge of English, French or German (passive language C);
- c) a thorough knowledge of one other official EU language (passive language C) in addition to the one chosen under (b) above.

#### OPTION 2 (A + B)

- a) perfect command of the competition language, i.e. either Lithuanian or Maltese (active language A);
- b) perfect command of Dutch, English, French, German, Italian, Portuguese or Spanish (active language B).

Language knowledge must be proven by supporting documents annexed to the "Description of professional experience" form. If they have no such supporting documents, applicants should explain in detail, on a separate sheet, how they acquired their knowledge of these languages.

Applicants must specify their chosen languages in the application form. **They will not be able to change their choice.**

### **IV. REGISTRATION**

**Before registering for the internal competition, applicants should carefully check whether they meet all the eligibility criteria.**

#### **1. Registration deadline for these internal competitions**

**The deadline for registration for these internal competitions is 30 April 2010.**

#### **2. Registration procedure**

Applicants are invited:

- to print the application form available via the Administrative Information Nr 23/2010 of 30 March 2010
- to fill in and sign the application form  
**Remark:** in the application form, candidates are invited to choose their languages both for the oral interpreting tests and for the general oral tests. For the general oral tests, the choice must be made between English, French or German. They will not be able to change their choice.
- to attach the required supporting documents
- to send all these documents for the selection board's attention by registered post by the required deadline, as evidenced by the postmark, to the following address:

Secretariat of the Internal Competition Selection Board  
Avenue de Cortenbergh, 80 (C80)  
1049 Brussels  
Reference: COM/INT/SCIC/10/AD9/LT or COM/INT/SCIC/10/AD9/MT

**Important: A curriculum vitae is not a supporting document!**

## V. INTERNAL COMPETITIONS - TESTS

The selection board will admit the eligible candidates to the oral interpreting tests.

### 1. Verification of eligibility

The selection board will carry out a detailed check as to whether applicants meet the requirements set out in Section III.

Applicants will be informed individually of the selection board's decision concerning their eligibility.

### 2. Oral interpreting tests

Only eligible applicants will be invited to the interpreting tests. These will be held in Brussels.

The interpreting tests will be as follows:

- a) a consecutive interpreting test
- and**
- b) two simultaneous interpreting tests.

Applicants may choose the order of the tests. Applicants who are eligible for the interpreting tests will be asked to specify the order of these tests in advance. It is up to applicants to take all necessary measures to inform the selection board within the deadline.

The maximum duration of the passage of speech to be interpreted will be six minutes for consecutive interpretation and twelve minutes for simultaneous interpretation.

Each oral test will be marked out of 20. **The pass mark for each test is 10.** If applicants fail to attain the pass mark for one of the tests, they will be eliminated from the competition.

**Option 1: applicants who have the competition language – Lithuanian or Maltese - as active language A plus two passive languages (C),** in accordance with Section III point 5. OPTION 1 (A+CC).

- a) Consecutive interpretation into active language A of a passage of speech in working language C: English, French or German.
- b) Simultaneous interpretation into active language A of a passage of speech in the working language chosen for test a).
- c) Simultaneous interpretation into active language A of a passage of speech in one of the chosen working languages (C), which must not be the one chosen for test b).

**Option 2: applicants who have the competition language – Lithuanian or Maltese - as active language A plus a second active language B**, in accordance with Section III point 5. OPTION 2 (A+B).

- a) Consecutive interpretation into active language A of a passage of speech in one of the following official languages of the European Union; Dutch, English, French, German, Italian, Portuguese or Spanish.
- b) Simultaneous interpretation into active language A of a passage of speech in the same language (B) as chosen for test a).
- c) Simultaneous interpretation into active language B of a passage of speech in active language A.

### 3. General oral tests

After the interpreting tests, the selection board will admit those applicants who have obtained the pass mark in each of the interpreting tests to the general oral tests.

- a) Before the interview with the selection board, applicants will be asked to take tests in an assessment centre. The tests will be in the language which was chosen by the applicant in the application form (i.e. English, French or German). The report on these tests will be communicated to the selection board as a specialist aid and technical contribution to the decision-making process.

The tests will comprise in particular:

- a written exercise in which applicants will be asked to deal with various documents;
  - an exercise to assess their management ability;
  - an interview with a human resources expert to assess their skills profile.
- b) Following the tests in the assessment centre, applicants will be invited to an interview with the selection board (in the same language as that chosen for the general oral tests, i.e. English, French or German) to enable the board to assess their:
    - professional experience, ability to organise and coordinate the work of an administrative unit, adaptability, negotiating skills, decision-making ability and general fitness to perform the duties of a head of unit;
    - general knowledge of the European Union, its institutions and its policies;
    - knowledge of their main language.

This test will be marked out of 100 (pass mark: 60).

The tests organised in the assessment centre and the interview will be held in Brussels.

## VI. RESERVE LISTS

The selection board will place on the reserve lists the names of the applicants with the highest aggregate marks in the oral tests (Section V.) and the pass mark for each of the tests (the number of successful applicants for each competition can be found in Section I.2).

A reserve list will be drawn up for each competition. The names of the successful applicants will be listed alphabetically.

The reserve lists will be valid until 31 December 2010. They will be published in the Administrative Notices.



## **VII. REQUESTS FOR REVIEW - APPEAL PROCEDURES - COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

See Annex.

## **VIII. APPOINTMENT**

Successful applicants placed on a reserve list will be eligible – in the case of temporary staff as probationary officials – only for appointment to the post of head of unit in the Units of the Directorate-General for Interpretation referred to in point I.1; they will be required to perform these duties for a minimum period before they can be assigned to other duties (by reassignment, internal transfer or transfer between the institutions).

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any time during their career. However, in the interests of the service, newly recruited officials on the basis of these internal competitions may be transferred only in exceptional and duly justified cases during their first three years of service. Any such transfer is subject to the agreement of both the institution that originally recruited the official and the institution or agency to which the official requests to be transferred.

If successful applicants on the reserve lists are offered a post, they will be asked to produce the originals of all requisite documents not already included in their personal file, for the purposes of authentication.

The reserve lists will be drawn on as and when posts and funds become available.

## **IX. GENERAL INFORMATION**

### **1. Communication with applicants**

Once they have registered, applicants can follow the general progress of the competition by consulting the Competitions and Selection page of the HR & Administration website on My IntraComm ([http://myintracomm.ec.europa.eu/hr\\_admin/en/competitions/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/competitions/Pages/index.aspx))

Individual information (in particular concerning the invitation to participate in the tests and the results of competition tests) will be communicated to candidates only by mail or email.

All correspondence concerning the competitions will be conducted via the relevant functional mailbox: EPSO-COM-INT-SCIC-10-AD9-LT or EPSO-A4-COM-INT-SCIC-10-AD9-MT.

The language chosen for the general oral tests will be the language of communication with the Administration.

No material sent with applications will be returned.

**All correspondence should include the applicant's full name (as in the application) and the competition number.**

**If, at any stage in the procedure, it is found that the information provided concerning eligibility is incorrect, they will be disqualified from the competition.**

## **2. Requests from applicants for access to information concerning them**

Applicants involved in selection procedures have a specific right of access to certain information concerning them directly and individually, as described below. In accordance with this right, additional information may be supplied to an applicant who so requests concerning his participation in the internal competition. Applicants must send any requests for information in writing to the secretariat of the internal competition selection board via the functional mailbox EPSO-COM-INT-SCIC-10-AD9-LT or EPSO-A4-COM-INT-SCIC-10-AD9-MT PL within one month of being notified of their results in the competition. The response will be sent by the secretariat of the Selection Board of the internal competition for the selection procedure, within one month of receiving the request. Requests will be dealt with in such a manner as to take account of the confidential nature of the proceedings of selection boards, as provided for in the Staff Regulations (Annex III, Article 6), and will comply with the rules on the protection of individuals with regard to the processing of personal data.

## **3. Protection of personal data**

Applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (*Official Journal of the European Communities*, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

## **4. Specific situations and disability – special arrangements for the tests**

Wherever possible, reasonable facilities are provided to enable disabled applicants to compete on an equal basis with others in the competition. Likewise, facilities and appropriate measures subsequently help successful applicants with disabilities to have access to and perform a job.

In the case of disability or if candidates find themselves in a particular situation which could cause difficulties during the tests, they should tick the appropriate box on the online registration form and indicate which arrangements they consider necessary to enable them to take part in the various tests.

A medical certificate or a certificate from a competent body recognising the status of disabled person will be required.

After examining the supporting documents, reasonable arrangements to suit each case can be made to satisfy such requests, provided that these arrangements do not involve a disproportionate burden.

Where the above-mentioned circumstances occur after registration, applicants must inform the secretariat of the internal competition selection board by sending an e-mail to the appropriate functional mailbox: EPSO-COM-INT-SCIC-10-AD9-LT or EPSO-A4-COM-INT-SCIC-10-AD9-MT as soon as possible, following the procedure outlined above.

## ANNEX

### REQUESTS FOR REVIEW — APPEAL PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

*Since the Staff Regulations of Officials of the European Communities apply to both the admission tests and the competition, the Commission would point out that the confidentiality requirement laid down in Annex III to the Staff Regulations applies throughout. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:*

#### Request for review

- Candidates must, within 10 calendar days of the date of despatch of the letter informing them of the decision, send a letter stating their case to:
  - Secretariat of the internal competition selection board
  - Avenue de Cortenbergh, 80 (C80)
  - 1049 Brussels
  - Reference: COM/INT/SCIC/10/AD9/LT or COM/INT/SCIC/10/AD9/MT
  - or by e-mail to EPSO COM-INT-SCIC-10-AD9-LT or EPSO COM-INT-SCIC-10-AD9-MT
  -
- The secretariat of the selection board will send the request for review to EPSO in the case of issues for which it is competent. The candidate will receive a reply as soon as possible.

#### Appeal procedure

- Candidates can lodge a complaint under Article 90(2) of the Staff Regulations. One copy only should be sent, using one of the following means of communication:
  - by e-mail, preferably in pdf format, to functional mailbox HR MAIL D2 ([HR-MAIL-D2@ec.europa.eu](mailto:HR-MAIL-D2@ec.europa.eu)) or
  - by fax to (32-2) 295 00 39 or
  - by mail to SC11 4/57 or
  - delivered in person to SC11 4/57 (between 9.00 and 12.00 or between 14.00 and 17.00).

The three-month time limit for initiating this type of procedure (see Staff Regulations – <http://europa.eu/eur-lex>) starts to run from the time of notification of the act allegedly prejudicing the candidate's interests.

Please note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

- Candidates can submit a legal appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Communities to:
  - European Union Civil Service Tribunal
  - Boulevard Konrad Adenauer
  - L-2925 Luxembourg

#### Complaint to the European Ombudsman

Like all citizens of the European Union, candidates can make a complaint to:

European Ombudsman  
1 avenue du President Robert Schuman - BP 403  
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Communities L 113 of 4 May 1994.

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.