

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT**

DG – Directorate – Unit	DGT.B.1.PT.1
Post number in sysper:	<a href="#">Click or tap here to enter text.</a>
Contact person:	Teresa BAIROS ( <a href="mailto:Teresa.Bairos@ec.europa.eu">Teresa.Bairos@ec.europa.eu</a> / +32 229 83916)
Provisional starting date:	2nd quarter 2025
Initial duration:	2 years <sup>(1)</sup>
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> <b>EU Member States</b> as well as <input type="checkbox"/> The following EFTA countries: <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> The following third countries: .... <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
Deadline for applications	<input type="radio"/> 2 months <input checked="" type="radio"/> 1 month Latest application date: 25-03-2025

**Entity Presentation (We are)**

Unit B.1.PT.1 is one of the two Portuguese-language units of the European Commission's Directorate-General for Translation (DGT). Based in Brussels, its mission is to provide the Commission's directorates-general and services with high quality translations of written material from all the EU official languages and various non-EU languages into Portuguese.

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(<sup>1</sup>) This is given on an indicative basis only (Art.4 of the SNE Decision).

Occasionally, we also provide translations and written summaries out of Portuguese into English (mainly) and French (rarely). We translate texts for different line DGs and for the Commission's Secretariat-General in a wide variety of subject areas ranging from agriculture, fisheries, environment and energy to digitalisation, migration, home affairs, budget, economics and finance, as well as human resources, foreign relations and international partnerships. Our customers are the following Directorates-General and Services, and their corresponding Commissioners' Cabinets: - DG AGRI, BUDG, CLIMA, CNECT, DIGIT, ECFIN, ECHO, EDPS, EEAS, ENER, ENV, EPSO, FISMA, FPI, HOME, HR, IAS, INTPA, JRC, MARE, NEAR, OIB, OLAF, PMO, RTD, SG and SJ.

We are currently a team of 22 translators, one terminologist and 6 assistants.

### **Job Presentation (We propose)**

We propose a challenging and stimulating position in a dynamic team.

The seconded national expert will join Unit PT.1 of the European Commission's Directorate-General for Translation (DGT) and contribute to reinforce its specialised thematic competencies. The successful candidate will be expected to translate often highly technical documents and perform other translation-related tasks, such as internal peer revision, the evaluation and revision of outsourced translations, as well as take part in terminology projects. This position involves working in close cooperation with the rest of the PT.1 team and, where appropriate, with the Luxembourg-based colleagues and the Field Officer in Lisbon.

### **Jobholder Profile (We look for)**

The seconded national expert will work as a translator, reviser and/or terminologist in predominantly technical fields that, depending on his/her specialised profile and domains of expertise, may cover a vast range of themes and policy areas – from economics, finance and budget to law, as well as energy, environment, agriculture, fisheries, migration and technology.

The main tasks of the seconded national expert include the following:

- to translate from English into Portuguese documents requested by the Commission in one or more of above-mentioned fields, in line with his/her domains of expertise;
- to revise, review and evaluate translations made by internal or external translators;
- to meet the quality requirements set out in DGT's guidelines;
- to carry out terminology work in his/her fields of specialisation;
- to ensure linguistic and terminological consistency and the harmonisation of the unit's translation work in his/her fields of specialisation.

## **Eligibility criteria**

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- **Professional experience:** at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
- **Seniority:** having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- **Employer:** must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- **Linguistic skills:** thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

## **Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision \(EU, Euratom\) 2015/444 of 13 March 2015](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

## **Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to.** Applications received directly from you or your employer will not be taken into consideration.

You should draft your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality.

Please do not add any other documents (such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

## **Processing of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(2)</sup>. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

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<sup>(2)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)