

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

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| DG – Directorate – Unit | DGT.A.1.BG.2 |
| Post number in sysper: | Click or tap here to enter text. |
| Contact person: Provisional starting date: Initial duration: Place of secondment: | Tatiana Telkedjiyska Tatiana.TELKEDJIYSKA@ec.europa.eu +352 4301-36154 1 or 2 quarter 2025 2 years <input type="checkbox"/> Brussels <input checked="" type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text. |
| Type of secondment | <input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free |
| This vacancy notice is open to: <input checked="" type="radio"/> EU Member States 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 checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 27-01-2025 |

Entity Presentation (We are)

DGT.A.1.BG.2 is one of the units of the Language Department for Bulgarian, Italian and Maltese of the Directorate-General for Translation of the European Commission (DGT). The unit's mission is to provide the Commission's Directorates-General (DGs) and

services with high-quality translations in Bulgarian on a wide range of subjects and policy areas, such as economic and financial affairs, internal market and trade, statistics, transport, energy, environment and climate action, agriculture and fisheries, health care, food safety and veterinary matters, etc. Our client DGs and services include: AGRI, CLIMA, CNECT, DEFIS, DIGIT, ENER, ENV, ESTAT, FISMA, GROW, HERA, JRC, MARE, MOVE, OIL, OP, REFORM, REGIO, RTD, SANTE, SCIC, TAXUD, TRADE and the Commission cabinets.

The unit translates mainly from English into Bulgarian and occasionally from French or other EU languages into Bulgarian. It's based in Luxembourg and consists of twenty-seven translators and five assistants.

Job Presentation (We propose)

Unit DGT.A.1.BG.2 is looking to recruit a Seconded national expert (SNE) whose main professional tasks shall include:

- translation and revision into Bulgarian, mainly from English, of a large variety of text types – from legislation and technical texts to reports, letters and press releases, on one or more of the subject areas of the unit;
- compiling pertinent terminology for terminologically demanding translation tasks in the respective fields; providing advice in terminology research, consulting various databases and reference sources. Research results should be supplemented by additional information and made available through organisation-specific tools and, if appropriate, through introduction to IATE;
- building and maintaining a network of contacts and providing a link between national institutions, authorities or services and the Bulgarian language community of the Department.

Jobholder Profile (We look for)

The successful candidate shall have:

- expertise in one or more of the subject areas of the unit, as described above;
- excellent command of Bulgarian at mother tongue level and thorough knowledge of English; knowledge of another official language of the European Union (preferably French or German) will be considered an asset;
- proven background in translation and terminology work in Bulgarian. Knowledge of the translation process and terminology research work in the EU Institutions will be considered an advantage;
- experience with Computer-aided translation tools (CAT) will be considered an advantage;
- ability to work both independently and in a team, contributing to the accomplishment of common goals; ability to deliver results and sustain high quality standards, including when working on demanding tasks under strict deadlines.

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 ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

⁽¹⁾ 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)