



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG Translation-Directorate C- Unit LV.2 (Latvian Language)
Post number in sysper:	Click or tap here to enter text.
Contact person:	Iveta RANCĀNE-ABARTE
Provisional starting date:	4th quarter 2024
Initial duration:	2 years
Place of secondment:	<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 type="radio"/> 2 months <input checked="" type="radio"/> 1 month
Latest application date: 25-09-2024	

Entity Presentation (We are)

We are the Latvian Language Department within the European Commission's Directorate-General for Translation (DG Translation), the world's largest translation service. We translate documents drafted by or sent to various Commission services. The texts can cover a wide range of EU-related subjects. In our unit, we specialise in agriculture, energy, environment, climate, health, technology, science, web translation. These documents are

typically legal acts, policy papers, reports, templates, correspondence with citizens, web texts, press releases, brochures.

Job Presentation (We propose)

- to translate legal proposals drafted by the Commission into Latvian. The texts translated by DGT translators are of a mainly political, legal, economic/financial, scientific and technical nature related to all the areas of activity of the European Union;
- to revise, from a legal and terminological point of view, specialised texts, which are relative to his/her specialist competence, that have already been translated by the Department's translators or by external translators;
- to provide linguistic and terminological help and advice to the translators and terminologists of the Latvian Language Department, as far as specialised terminology in his/her area of expertise is concerned.
- to carry out terminological research, extract terminology from reliable sources and feed this terminology into the IATE terminological database and/or the local databases of the department, in collaboration with the department's terminologists;
- to participate in thematic terminology projects and in centrally coordinated terminology consolidation work;
- to build and maintain a network of contacts and to provide a link between the institutions/authorities/services of his/her country of origin and the Latvian Language Department of DGT.

Jobholder Profile (We look for)

- Professional experience and specialisation:

Relevant professional experience of at least 3 years in a specialised field (legal, economic, financial, scientific and/or technical), preferably in public domain or related to public or academic sector.

Preference will be given to the following qualifications or experience:

Energy, environment, climate, technology, science, finance

Experience in translation and/or terminology work would be an asset.

- Languages necessary for the performance of duties:

- Perfect command of Latvian, both written and spoken,

- Very good knowledge of English, French or German,
- Knowledge of additional EU languages would be an asset.

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)