



Council of the European Union
General Secretariat

Directorate-General Organisational Development and Services - ORG
Directorate for Human Resources
The Director

Her or His Excellency the Ambassador

Permanent Representative of the
Member States to the European Union

NATO HQ Recruitment

(by e-mail)

Brussels, 20 July 2021

Subject: Secondment of a cost-free national expert on translation to the General Secretariat of the Council in GSC.LING.2.FR: French language

Ref.: SNE/4/2021 (373186)

Dear Madam or Sir,

With a view to the upcoming French Presidency of the Council of the European Union, the Translation Service of the General Secretariat of the Council (GSC) is reinforcing its team of French-speaking translators to be able to cope with the expected additional workload. In this context, **the GSC wishes to recruit a cost-free seconded national expert** to work on the translation of various types of documents (e.g. legislative, policy and administrative), mostly from English into French. Member States and public intergovernmental organisations are hereby invited to propose candidates qualified for this post.

The expert should take up his or her duties at the GSC in Brussels **no earlier than 1 October and no later than 1 November 2021. The secondment will end on 30 June 2022.**

The job description, which details the qualifications and experience required, is annexed hereto.

The conditions of the secondment are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.06.2015, repealing Decision 2007/829/EC). According to Article 2 of that Decision, seconded national experts should be nationals of an EU Member State. According to Article 6, the expert's employer shall continue to pay the expert's salary and all social rights, in particular those concerning social security, insurance and pension.

Furthermore, according to Article 1 of this Decision, Articles 18, 19, and 20 are not applicable to any experts on cost-free secondment. In practice, cost-free seconded experts (CFSE) are not entitled to any allowances or travel expense reimbursements by the General Secretariat of the Council.

I would be grateful if proposals could indicate the national contact point(s) responsible for each candidate's application. Applications must be accompanied by a curriculum vitae providing details of higher education and all posts held until now, and by a letter of motivation.

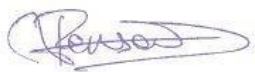
Replies to this letter should be sent by email, **no later than 1 September 2021, 17.00 Brussels time** to the following address: **sne.recruitment@consilium.europa.eu**.

Together with the Human Resources Directorate, the relevant department will examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing Authority will decide on the appointment based on the outcome of the selection procedure.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Eric Thoraval (eric.thoraval@consilium.europa.eu, tel. +32 2 2815432) or Ms Éléonore Renié (eleonore.renie@consilium.europa.eu, tel. +32 2 2816407).

Yours faithfully,



Nathalie Pensaert

Annex

**Cost-Free Seconded National Expert (SNE)
at the General Secretariat of the Council of the European Union**

GSC.LING.2.FR

French language

Translator

Ref.: SNE/4/2021 1 post (373168)

Job description

A. Tasks and responsibilities

Working in the French Language Unit (LING.2.FR) at the General Secretariat of the Council (GSC) in Brussels, under the authority of the Head of Unit, working closely with Council officials and with other stakeholders, the expert will be called upon to:

- translate documents into French by making proper use of relevant databases and appropriate IT tools;
- revise translated documents by comparing the source and target texts and recommend corrections of translations according to required standards;
- perform the necessary background and terminology research and share findings through the appropriate channels;
- take part in terminology activities conducted by the terminologists of the unit;
- edit documents drafted in French in order to bring them up to the standards required by the Council;
- follow and keep abreast of the evolving usage of the source and target languages, particularly in the policy areas in which the European Union is active;
- perform occasional standby duties outside normal working hours, following prior agreement with the Head of Unit.

B. Qualifications and experience required

Essential:

- A level of education which corresponds to completed university studies (Master's degree)
- A perfect command of French (main language)
- A thorough knowledge of English
- Experience in translation from English into French in any of the following areas: law, economics, politics, international relations, social sciences

Advantageous:

- Experience in a similar position in a translation team of a European or international organisation
- Experience in translating for an EU institution as a freelancer
- A very good knowledge of at least one other EU language

C. Skills and abilities required

- Ability to work to tight deadlines
- An effective team player with some flexibility towards the needs of the unit
- Independent judgement, responsibility and discretion

D. General conditions

- Must be a national of one of the Member States of the European Union and enjoy full rights as a citizen
- Must have fulfilled any obligations imposed by the laws concerning military service

The General Secretariat of the Council applies an equal opportunities policy.

For more information relating to the selection process, please contact Mr Eric Thoraval (+32 2 2815432, eric.thoraval@consilium.europa.eu) or Ms Éléonore Renié (+32 2 2816407, eleonore.renie@consilium.europa.eu) French Language Unit, Translation Service (LING)
