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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | DGT.A.DA |
| Post number in sysper: | Click or tap here to enter text. |
| Contact person:Provisional starting date:Initial duration:Place of secondment: | Olga Manafova, olga.manafova@ec.europa.eu, +352 430133565 4th quarter 20232 years[x]  Brussels [x]  Luxemburg [ ]  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:as well as[ ]  The following EFTA countries: [x]  Iceland [ ]  Liechtenstein [x]  Norway [ ]  Switzerland[ ]  The following third countries: …. [ ]  The following intergovernmental organisations: …   |
| Deadline for applications |  |

**Entity Presentation (We are)**

We are the Danish Language Department of the Commission's Directorate-General for Translation and our mission is to provide the European Commission with high-quality translation and other language services in Danish. The documents we translate are mostly drafted in English and deal with subjects covering all activities of the European Union. The Danish Language Department comprises two units (one in Brussels and one in Luxembourg) with approximately 45 Translators and 8 Assistants.

**Job Presentation (We propose)**

We offer a challenging and stimulating position in a friendly and dynamic team. We encourage training and development, and we provide a wide-ranging training offer aimed at improving the individual’s and team’s capacity to deal with various work situations, including soft skills, IT skills or specialised thematic skills. We promote a healthy work-life balance. We also offer hybrid working arrangements through a mix of telework and work from the office.

The successful candidate will:

- translate legislative and specialised texts and revise such texts that have been translated by the Department’s or external translators

- provide terminological advice and help in the field of his/her expertise to the translators and terminologists of the Danish Language Department; possible areas of expertise could be – but are not limited to – social or natural sciences, green transition, health, culture, international trade, engineering (for example in fields such as energy, climate, transport, IT), economics, law, etc.

- organise and deliver presentations on topics of interest for the Department’s staff

- help to extend the network of contacts and provide a link between national institutions/authorities/services and the Danish Language Department in DGT

- help the Danish Language Department prepare for the Danish EU Presidency in 2025.

The chosen candidate could be placed in either Brussels or Luxembourg depending on his or her profile.

**Jobholder Profile (We look for)**

We are looking for an organised, efficient and motivated colleague with very good knowledge of Danish and English; a good knowledge of French would be an asset.

Candidates should have:

- a university degree or

- professional training or professional experience of an equivalent level

in the fields: linguistics/terminology, social or natural sciences, green transition, health, medicine, veterinary science, culture, engineering (for example in fields such as energy, climate, transport, IT), economics, law or other fields covered by European Union policy.

Candidates should have at least 3 years of professional experience.

Experience in translation from English into Danish 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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). 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 you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). 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]](#footnote-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 [↑](#footnote-ref-1)