C/2025/3689

11.7.2025

RECRUITMENT NOTICE PE/335/2025/S

DIRECTOR

(function group AD, grade 14)

Directorate-General for Logistics and Interpretation for Conferences – Directorate for Interpretation

(C/2025/3689)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for Logistics and Interpretation for Conferences, Directorate for Interpretation, in accordance with Article 29(2) of the Staff Regulations of European Union officials ([1]) ('the Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

The remuneration and conditions of employment are laid down in the Staff Regulations. Recruitment will be at grade AD 14 ([2]). In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that, in accordance with the Staff Regulations, all new members of staff must successfully complete a nine-month probationary period, and that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work.

2. Place of employment

Brussels. This post may be transferred to one of Parliament's other places of work.

3. Equal opportunities

The European Parliament is an equal opportunities employer and very much welcomes all applications without discrimination on any ground such as gender, ethnicity, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the director will be required to carry out the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ([3]):

— Ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly and in keeping with Parliament's policies,

— Managing, leading, motivating and coordinating teams of staff; optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,

([1]) See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

([2]) On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

([3]) See annex for a description of the main tasks.

— Planning the directorate's work (deciding on objectives and strategies); taking the decisions required to achieve the objectives set; assessing the performance of the departments within the directorate with a view to ensuring that high standards are maintained,

— Advising the director-general, the Secretary-General and Members in the directorate's areas of activity,

— Cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts and agreements in the directorate's areas of activity,

— Managing and seeing through specific projects likely to involve financial responsibilities,

— Acting as authorising officer by subdelegation.

5. **Eligibility**

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

(a) *General conditions*

Under Article 28 of the Staff Regulations, candidates must:

— be a national of one of the European Union's Member States ([4]),

— enjoy full rights as a citizen,

— have fulfilled any obligations imposed on them by the laws on military service,

— be able to produce the appropriate character references as to their suitability for the performance of the duties concerned.

(b) *Specific conditions*

(i) Qualifications required

— When the normal period of university education is four years or more, a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union,

or

— a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union and appropriate professional experience of at least one year ([5]) when the normal period of university education is at least three years.

Diplomas, whether issued in a Member State of the Union or in another country, must be recognised by an official body of a Member State of the Union, such as the ministry of education.

Candidates holding diplomas issued in a non-EU country ([6]) must enclose with their application an EU equivalence for their diplomas. For further information on recognition of qualifications obtained in a non-EU country in the ENIC-NARIC networks, see https://www.enic-naric.net/.

([4]) The European Union's Member States are: Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland and Sweden.

([5]) This year of experience will not be taken into account when assessing the professional experience required under indent (ii) 'Professional experience required'.

([6]) UK qualifications/diplomas obtained up until 31 December 2020 are accepted with no other recognition required. For diplomas obtained after that date, NARIC recognition is required. In practice, this means that UK diplomas issued from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of a current Member State of the EU.

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

— **12 years**, at least part of which must be in the directorate's areas of activity, including:

— at least **six years** in a European and/or international environment, and

— at least **six years** in management positions in a large department.

(iii) Knowledge of languages

Thorough knowledge (at least C1 level) of one of the European Union's official languages ([7]) is required, along with satisfactory knowledge (at least B2 level) of at least one other official language of the European Union.

These abilities correspond to those specified in the Common European Framework of Reference for Languages. For further details, see: https://europa.eu/europass/common-european-framework-reference-language-skills.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

6. **Tests**

To assist the appointing authority in its choice, the Advisory Committee for the Appointment of Senior Officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to who should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

The interviews will be based on the job description as set out in point 4 above, focusing on the following:

— strategic thinking,

— management skills,

— forward-planning skills,

— ability to react appropriately to events,

— thoroughness,

— communication skills.

7. **Submission of applications**

The deadline for applications is:

12:00 (noon), Brussels time, on Friday, 1 August 2025.

Candidates are asked to send, by email only, a personal statement in PDF format and in one of the European Union's official languages ([8]) (marked 'For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/335/2025/S') and a curriculum vitae in Europass format ([9]), quoting the reference number for the procedure (PE/335/2025/S) in the subject line, to:

PERS-EPSeniorManagement@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

([7]) The European Union's official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

([8]) The European Union's official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

([9]) https://europa.eu/europass/.

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities [10]. **These documents will not be returned.**

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council [11], in particular as regards their confidentiality and security.

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[10] This does not apply to candidates working for the European Parliament on the closing date for applications. Candidates are responsible for making sure that we are in possession of their complete application file (where relevant documents are missing from the HRM portal (Streamline)).

[11] 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).

ANNEX

DIRECTORATE-GENERAL FOR LOGISTICS AND INTERPRETATION FOR CONFERENCES

DIRECTORATE FOR INTERPRETATION

MAIN TASKS

— Overseeing, coordinating and motivating the directorate's units and services, and ensuring staff management and organisation of the directorate as a whole,

— Supporting the director-general in the day-to-day management of the DG and the development of longer-term strategy,

— Providing linguistic support for meetings and conferences of Members and staff by delivering high-quality conference interpretation services in line with the Code of Conduct on Multilingualism,

— Contributing to succession planning in interpretation,

— Coordinating the liaison with the delegation of staff interpreters and the delegation of auxiliary conference interpreters (ACI) in the European Parliament,

— Managing projects in the areas of responsibility of the directorate's units and coordination of the language units,

— Liaising with the other directorates of the directorate-general and with other departments of the European Parliament,

— Participating in meetings of intra- and inter-DG committees and working groups, interinstitutional bodies, etc., and representing the directorate and, if necessary, the directorate-general on issues relating to the language units,

— Acting as authorising officer by subdelegation.

23 LANGUAGE UNITS

BG-CS-DA-DE-EL-EN-ES-ET-FI-FR-HR-HU-IT-LT-LV-MT-NL-PL-PT-RO-SK-SL-SV

— Providing interpretation for political and administrative meetings,

— Helping Members with their communications in all official languages,

— Contributing to the quality of interpretation by ensuring that language knowledge is refreshed and new languages are learned, and through preparation for meetings and professional training,

— Contributing to succession management in interpretation,

— Carrying out tasks linked to the achievement of the overall mission of the directorate and of the directorate-general,

— Managing, coordinating and motivating the unit.

MULTILINGUALISM AND SUCCESSION PLANNING UNIT

+ TEST SERVICE

+ EUROPEAN PARLIAMENTINTERPRETING ACADEMY

— Implementing and managing the strategy for cooperation with universities and schools which provide interpreter training and coordinating activities with the directorate-general in this field,

— Managing the grants, memoranda of understanding and student visits programme,

— Managing the interpretation succession strategy in line with Parliament's specific needs and contributing to the reflection on new forms of virtual cooperation with universities and accredited interpreters,

— Organising and managing virtual classes with partner universities,

— Managing the recording, evaluation, storage and use of speeches,

— Managing, coordinating and motivating the unit.

INTERPRETER SUPPORT AND TRAINING UNIT

— Making available the meeting documents (and, possibly, other types of information) to help interpreters and external interpretation providers deliver a high-quality service,

— Organising language training, including external courses for interpreters, and specific thematic training,

— Implementing special training measures for auxiliary conference interpreters (ACI),

— Producing 'enhanced meeting digests' for parliamentary meetings, including terminology sections, to ensure the quality of interpretation provided in the legislative process,

— Monitoring market developments in new technologies and support tools for interpretation and organising related training,

— Managing, coordinating and motivating the unit.