C/2026/500

30.1.2026

Vacancy notice – CONS/AD/203/26 – Quality Coordinator (translation) Irish language unit

(C/2026/500)

GENERAL INFORMATION

Department	GSC.LING.1.GA Irish Language
Place of work	Brussels, Lex Building
Title of post	QUALITY COORDINATOR (TRANSLATION)
Function group and grade	AD 9 - 14
Security clearance required	SECRET UE/EU SECRET
DEADLINE FOR APPLICATIONS	**16 February 2026** – 12:00 (noon) Brussels time

We are

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU and their preparatory bodies in all fields of their activities. Under the authority of the Secretary-General, it provides advice and support to the European Council and the Council and to their Presidencies in all areas of activity, including policy and legal advice, coordination with other institutions, drawing up of compromises and drafting, supervising as well as attending to all the practicalities that are necessary for the smooth preparation and running of the European Council and the Council.

At the GSC's Translation Service (LING), we champion multilingualism as a core European value. Our mission is to provide timely and high-quality language services in the 24 official EU languages, facilitating cross-cultural communication and playing a vital role in the European decision-making process. We foster a collaborative, inclusive culture where every staff member is encouraged to contribute to our shared success.

LING employs approximately 900 staff in 24 language units and two central units – the Operations Unit and the Resources Unit – which support the smooth functioning of the service. The Irish language unit consists of a team of 34 staff members, including the Head of Unit, the Quality Coordinator (head of unit equivalent), the Local Coordinator, the Local Resources Manager, 24 translators and 6 assistants and secretaries.

We propose

We are offering a highly attractive and challenging position as Quality Coordinator in a motivated and versatile team. You will be the unit's main adviser on linguistic matters to help ensure the quality of documents produced by translators, assistants and secretaries. Your work will focus on many areas, including language use, quality checks and the latest developments in translation technology. As the texts we translate reflect current events, they are often politically sensitive and require considerable expertise.

As Quality Coordinator, you will be part of the unit's management team, working closely with the Head of Unit, the Local Coordinator and the Local Resources Manager. You will have the opportunity to shape the unit and to use and develop your people skills to get the best out of the team. You will be supported by your Head of Unit, by LING's quality coordinators' network and LING's Quality Policy Coordinator. You will work with many other internal and external stakeholders, including the GSC's Directorate for the Quality of Legislation, other EU institutions and national representations. You will have access to extensive on-the-job coaching to help you progress in your role.

The position is based in an individual office in our headquarters in Brussels. The GSC offers a comprehensive package of flexible working measures including a dedicated crèche, after-school and school-holiday childcare, as well as telework and flexitime based on service needs and according to GSC rules. Working hours can be unpredictable due to political developments generating translation requests with very tight deadlines.

We look for

We are looking for a talented, hardworking and technically savvy linguist with a proven track record in translation, a good eye for detail and a genuine interest in people and in the challenges and opportunities presented by political and digital developments.

You must be committed to the European project and have a strong sense of responsibility. You will organise your own work effectively and find creative solutions to problems. You will help others deliver high-quality results and seek opportunities to improve the unit's efficiency. An important part of your post will involve giving guidance to colleagues and providing them with regular, bias-free feedback that will motivate them so that they can develop and improve. To do this effectively, you will need to communicate transparently and constructively. You must be a good listener and an excellent mediator.

We are looking for someone who can advise the Head of Unit and LING senior management on language-specific issues and who can deputise for the Head of Unit when needed. You will also advise the Local Coordinator in relation to assigning translation and revision tasks. You will be asked to revise documents, give feedback and identify training needs in the unit.

You must have a learning mindset and be keen to embrace new challenges while keeping pace with new technologies. This includes identifying your own learning needs, strengths and weaknesses and developing your own skills.

You must have a perfect command of Irish and a thorough knowledge of English. Knowing French or another EU language would be an asset.

The GSC Competency Framework (https://www.consilium.europa.eu/media/nrehuprg/competency-framework-for-managers-booklet-a5_en-for-web.pdf) identifies the skills, attitudes and behaviours that all staff need to have and develop, and therefore forms the basis for our recruitment procedure.

RECRUITMENT POLICY

Applicants must meet the following requirements on the closing date for applications:

(a) **General conditions**

— be a national of one of the Member States of the European Union,

— enjoy their full rights as citizens,

— have fulfilled any obligations imposed by the laws concerning military service.

(b) **Specific conditions**

— hold a university degree ([1]),

— have a minimum of 10 years' relevant professional experience in the field of translation, including at least 3 years in roles involving coordination and organisational responsibilities,

— have a perfect command of Irish and a thorough knowledge of English.

Given that English and French are used extensively for communication within the GSC and with other institutions, a good knowledge of French would be an asset. Knowledge of other official languages of the EU would also be an asset.

([1]) Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require applicants to have at least:
(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

NB:

(1) This post requires security clearance allowing access to classified information (SECRET UE/EU SECRET level). Candidates applying for the post must be prepared to undergo security screening under Council Decision 2013/488/EU ([2]). Appointment to the post will only take effect on condition that the selected candidate has obtained a valid security clearance certificate. A candidate without security clearance will be offered a temporary contract until the result of the security clearance procedure is obtained.

(2) The successful candidate must be prepared to follow the GSC management training programme.

SELECTION PROCEDURE

— In choosing the successful candidates, the Appointing Authority shall be assisted by an advisory selection board

— The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all the applicants, on the basis of their applications. Based on that comparative assessment, the advisory selection board will shortlist those candidates who, in its opinion, are most suitable to be invited to an interview. As this preselection is based on a comparative assessment of the applications, the fulfilment of the requirements of this vacancy notice does not guarantee an invitation to the interview. The provisional planning for the selection procedure is as follows:

  — it is expected that candidates selected for the interviews will be informed by end of February 2026,

  — the interviews are foreseen to take place at the first half of March 2026.

NB: The above schedule is purely indicative and may be modified.

LEGAL BASIS

This post is published in all institutions of the European Union and outside the institutions, in conformity with Article 29, paragraphs 1 and 2 of the Staff Regulations of Officials of the European Union ([3]).

HOW TO APPLY

The closing date for applications is **16 February 2026 at 12:00 (noon) Brussels time**.

Applications will be only accepted by email and must be sent to **applications.officials@consilium.europa.eu** ([4]) no later than the closing date and time. **Late applications will not be considered.**

The email address indicated above must be used for any correspondence concerning the selection procedure (the email must have the following reference in the subject line: CONS/AD/203/26 Quality Coordinator – Irish language unit).

Before submitting their application, candidates should carefully check whether they meet the requirements listed above under 'Recruitment policy', in order to avoid automatic exclusion from the selection procedure.

([2]) Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1, ELI: http://data.europa.eu/eli/dec/2013/488/oj).

([3]) Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), consolidated text available at https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20260101.

([4]) This email address is linked to a functional mailbox and can only process messages with sensitivity option set to 'Normal'; emails sent with other sensitivity options (e.g. 'Personal', 'Private', 'Confidential' or encrypted mails) cannot be processed. Please therefore select the 'Normal' sensitivity option. Your email must not be greater than 25 MB. If your email, together with its attachments, exceeds this maximum size, please split your attachments over a number of emails.

To be valid, the application file must include the following documents in pdf (NB: locked, password protected or electronically signed documents will not be accepted):

(a) the application form duly completed and dated (file to be named 'XXX (YOUR FAMILY NAME) – Application form.pdf'); to download the electronic application form (EN or FR) click on the appropriate link below or copy/paste it into your browser ([5]):

https://www.consilium.europa.eu/media/r0zgosvk/gsc-application_form_qc_en_qc-ga.docx

https://www.consilium.europa.eu/media/snue3ryw/gsc-application_form_qc_fr_qc-ga.docx;

(b) a detailed curriculum vitae in English or French (no photographs included), preferably in the Europass format (https://europa.eu/europass/en/create-europass-cv; https://europa.eu/europass/fr/create-your-europass-cv), covering the applicant's entire career, listing, inter alia, the applicant's qualifications, language knowledge, experience and current duties (file to be named 'XXX (YOUR FAMILY NAME) – CV.pdf');

(c) a motivation letter, in English or French (file to be named 'XXX (YOUR FAMILY NAME) - Motivation letter.pdf').

Failure to include these documents will render the application invalid.

NB: Copies of diplomas certifying education and copies of documents and certificates relating to professional experience will be requested from the preselected candidates invited for the interviews. Supporting documents must have been issued by a third party.

The supporting documents should be numbered (Annex 1, 2, etc.) and must be grouped together in a **single pdf** document (file to be named 'XXX (YOUR FAMILY NAME) – Supporting documents.pdf'). This should include an index.

Failure to submit all supporting documents at the latest the day before the interview, may be considered as grounds for disqualification.

Applications that arrive by post or via cloud-based data storage solutions or file-share platforms will not be considered.

The successful candidate will be asked to provide the originals of the above documents.

Candidates will receive an email acknowledging receipt of their application. However, technical difficulties affecting the sending of emails can occur. Therefore, if no email acknowledging receipt of the application is received, candidates are asked to contact applications.officials@consilium.europa.eu. Since the advisory selection board will begin its work shortly after the closing date for applications, any correspondence about the receipt of the application should be made in the week following that date.

DIVERSITY AND INCLUSION

The GSC is committed to diversity and inclusion. For more information, please see the relevant statement:

https://www.consilium.europa.eu/en/general-secretariat/jobs/diversity-and-inclusion/.

RE-EXAMINATION OF APPLICATIONS

For information about the procedures relating to requests for complaints, appeals and referrals to the European Ombudsman, you may consult:

https://www.consilium.europa.eu/media/56631/complaint-en.pdf.

([5]) If you need more information and/or encounter technical problems, please send an email to: applications.officials@consilium.europa.eu.

DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are spelled out in the privacy statement:

https://www.consilium.europa.eu/media/s0rleii2/jobs-data-protection-083r02-en.pdf.