



European Economic  
and Social Committee

VACANCY NOTICE No. **07/T/26/AD5/EESC**  
concerning a temporary agent job  
in the **AD** function group  
Direction T-Translation  
German and Dutch Translation Unit  
German Sector

Closing date for applications: **19/02/26 at 12 noon (Brussels time).**

**1. Vacant post: AD5 – Temporary agent (duration of contract: 2 years<sup>1</sup>)**

**2. Duties:**

Temporary agent who, under the authority of the Head of Unit, will perform the following tasks:

- translating into German, within the agreed deadlines, documents that are often complex, covering all the spheres of activity of the European Union, from at least two other official languages of the EU;
- ensuring a high level of quality (providing complete, precise and linguistically correct translations that preserve the meaning, essence and aim of the original documents);
- revising, checking and assessing translations carried out by colleagues and external service providers;
- carrying out terminological research using, among other things, the various documentary and terminological databases available and contributing to the terminology work of the unit and the directorate for Translation;
- carrying out one or more specific tasks in the unit (such as correction and editing of originals, acting as IT superuser for the team, etc.);
- participating in other horizontal tasks (training, development of IT tools, etc.).

**Who we are:**

The European Economic and Social Committee is the voice of organised civil society in Europe. It ensures that the views of employers, workers and civil society organisations are reflected in EU legislation and policies.

The Directorate for Translation (DT) provides translation and other language services to the European Economic and Social Committee and the European Committee of the Regions. Through the common voice of translation, the DT helps the members of the Committees influence EU decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

<sup>1</sup> Please note that if you have already had a contract as temporary agent type Art. 2b of the Conditions of employment of other servants of the European union "[CEOS](#)" at the EESC (no matter what grade), a second contract could be envisaged for a maximum of 2 years. If you have already had two contracts as temporary agent type Art. 2b of the CEOS at the EESC (no matter what grade), you are not eligible.



*The Directorate has a separate language team for each official EU language, and a central Translation Management Unit. The vacant position is in the German and Dutch Translation Unit, German Sector. The sector comprises 15 translators and 4 assistants.*

**What we offer:**

*With around 700 staff and 329 members, the EESC is a human-centred institution with a flat management structure that puts staff well-being at the heart of its priorities. The EESC, as an employer, is committed to diversity and inclusion, and has put in place a diversity and inclusion strategy. We are proud of our diverse teams, which drive our success. The EESC encourages applications from candidates of all backgrounds.*

*We offer:*

- a friendly and dynamic working environment in which autonomy, a sense of initiative and team spirit are valued;*
- an opportunity to work in a directorate that serves two different European institutions, and thus a possibility to familiarise yourself with different European Union (EU) projects and policies;*
- language classes and a wide range of interinstitutional training courses;*
- interdepartmental activities that encourage formal and informal contacts with colleagues from other units;*
- possibility to translate from all EU languages, although English is the most frequently used source languages;*
- flexible working hours and opportunities for teleworking, in line with established arrangements.*

**3. Qualifications required:**

*On the closing date for applications, candidates must meet the conditions set out below:*

*a) Eligibility requirements:*

- be a national of one of the European Union (EU) Member States and enjoy full rights as a citizen<sup>2</sup>;*
- have fulfilled any obligations imposed by national laws concerning military service;*
- fulfil the physical fitness conditions required for the performance of the duties involved<sup>3</sup>;*
- be below retirement age, which is, for officials and agents of the EU, set at the end of the month in which the age of 66 is reached;*
- have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma<sup>4</sup>.*

*EESC officials are not eligible to apply.*

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<sup>2</sup> Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

<sup>3</sup> Prior to engagement, the successful candidate will be examined at one of the EU medical centres in order to confirm that the candidate meets the requirements of Article 12(d) of the CEOS.

<sup>4</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

*If the eligibility criteria set out in point 3 a) have been met, candidates' applications, including CV and covering letter, will be assessed on the basis of the selection criteria below:*

*b) Selection criteria:*

- a perfect command of German (mother tongue or equivalent);*
- thorough knowledge of and the ability to translate from English as well from one or more frequently used source languages (French, Italian, Spanish). An ability to translate from one of the languages for which the German sector assumes the pivot translation responsibility (Danish, Estonian, Croatian, Latvian, Lithuanian, Polish, Swedish) would be an asset. Knowledge of other official EU languages is valued;*
- knowledge of how the EESC and CoR function, their structures, aims and contribution to the EU, would be an asset;*
- good command of current IT applications (Microsoft Office);*
- ability to work as part of a team but also independently when required;*
- organisational skills, the ability to meet deadlines and to set priorities, attention to detail;*
- strong sense of responsibility and the ability to work well under pressure;*
- very good communication and interpersonal skills;*
- flexibility and adaptability.*

**4. Summary of recruitment conditions:**

- Indicative starting date: **01/05/2026** (depending on the successful completion of all administrative formalities);*
- Grade: **AD5** (if you fulfil all necessary conditions), step 1 or 2 – which will depend on the duration of relevant professional experience<sup>5</sup>, calculated on the basis of documents provided in the course of the recruitment process. The duration of this professional experience will thus determine the grade and step and therefore the salary.*
- Information about basic monthly salaries in the EU institutions can be found in the Official Journal of the European Union : [EUR-Lex - 52025XC06564 - EN - EUR-Lex](#). Remuneration is subject to EU tax, and, where applicable, social security contributions are also deducted. Depending on the personal situation, allowances may be added, as well as any allowances provided for in the Conditions of Employment of Other Servants of the EU.*

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<sup>5</sup> Relevant experience must be considered equal to or equivalent to the tasks described : it should be noted that experience gained in the EU institutions, bodies and agencies in grades below AD5 or GFIV will not be considered relevant.

## **5. How to apply:**

- Applications must be submitted only using the on-line form<sup>6</sup> to be found at the following link: <https://candform.eesc.europa.eu/en/dashboard>;
- We advise not to wait until the last moment to submit your application. Due to high application traffic close to the deadline, there may be technical issues or delays. Any application not submitted by the deadline, will not be considered;
- On-line applications must be submitted no later than midday, Brussels GMT + 1 of the deadline date stated above;
- All candidates should attach a Curriculum Vitae (preferably in [Europass](#) format) and motivation letter in English or French.

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<sup>6</sup> In case of technical problems experienced before the deadline for applying, please send an email with a screenshot of the error message to the following address: [recrutement-carriere@eesc.europa.eu](mailto:recrutement-carriere@eesc.europa.eu) . Please note that applications sent by email without complying with these instructions will not be considered.