

Vacancy notice CONS/2021/229 (Status: Published)

LAWYER-LINGUIST - (AD5/AD12)

JUR.7.B.HR-SL Croatian-Slovenian Section

BRUSSELS(Belgium)

Vacancy Notice number: CONS/2021/229

Publication: from 08/10/2021 to 28/10/2021 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: no

Job Properties

Job ID: 311949

Job available from:

Management job: no

Budget: Administration

Security clearance required: yes

We are

The DQL is the Directorate for Quality of Legislation of the Legal Service. We are responsible for checking the drafting quality of the legal acts of the European Council and the Council. This includes ensuring that they are legally and linguistically consistent in all of the Union's official languages. In our work, we promote the importance of clear, simple and precise drafting of legislation and the respect of multilingual traditions.

Our 24 language teams, together with the centralised Coordination & Official Journal team, the Treaties and Agreements Office, as well as the Rectificatifs Team, add up to a distinctly multilingual Directorate of about 200 people.

We pride ourselves on being productive, collaborative, supportive, and innovative, and on working in a diverse and respectful environment towards professional excellence. DQL is a place of professionals, with a strong social fabric and a friendly atmosphere.

DQL staff carry out mainly three types of activities:

1. ensure the multilingual revision of all legal acts in collaboration with the Member States, the Commission, the European Parliament and the Council policy DGs,
2. give advice on the quality of drafting in legal acts during the negotiation phase, and
3. chair or take part in the Council Working Party for legal-linguistic experts.

The achievements made in those three areas are the result of a close teamwork between lawyers and assistants.

We propose

We propose a post as a lawyer-linguist in the dynamic Croatian language team in DQL.

DQL offers teamwork involving autonomy and responsibility. In addition to revising legal acts in their principal language, lawyer-

linguists are called upon to propose improvements to the drafting quality and linguistic consistency of draft legal acts, including during the negotiations leading to their adoption. Lawyer-linguists' work requires regular contacts with legal counsellors, administrators from other Directorates-General and from the Commission, with the lawyer-linguists of the European Parliament, and with Member States' experts.

We are offering a dynamic and friendly work environment with colleagues who look forward to welcoming you in the team. We are proud of the fact that we can offer our staff a sound work-life balance through flexitime and occasional teleworking.

New colleagues joining DQL are offered a special training program to become familiar with our structures and working procedures. They benefit from on-the-job coaching for newcomers and a mentoring programme in order to facilitate their integration.

We look for

We are looking for a motivated and dynamic colleague to join our Croatian language team of lawyer linguists and assistants. You have a law degree awarded from a Croatian university or possess an equivalent professional experience in that specific area. You have a perfect knowledge of the Croatian language as well as an excellent knowledge of English, and a third EU language. Further you have an extensive knowledge of the functioning and procedures of the EU and a good knowledge of EU law.

You will be expected to respond efficiently and flexibly and be able to adapt easily to changing priorities. You must be a good team player and be able to maintain good working relations with colleagues.

Recruitment policy

Applications will be accepted from officials of the GSC and of the other institutions of the European Union belonging to function group AD, grades 5-12, and from successful candidates on selected EPSO reserve lists. (*)

GSC officials in transition belonging to the function group and grades listed below can also express their interest in the post:

- AD 13 (Administrator in transition)
- AD 14 (Senior administrator in transition).

NB: If a GSC official belonging to function group AD, grades 13 or 14 (Senior administrator and administrator in transition) is selected and moves to the post, they will keep their "in transition" status (cf. Staff Note 20/14).

(*) Due to a technical issue, the information given at the top of this vacancy notice stating "Vacancy open to candidates from EPSO reserve list:" incorrectly states "No", when it should read "Yes".

- For officials from other EU institutions: applications must be accompanied by an official document vouching for the official's status, current function group and grade, and the date of entry as an official.

- EPSO successful candidates: If your name is on a reserve list to which this vacancy has been opened, you may express your interest in the post. Your application shall include a motivation letter, a recent CV and your competency passport.

- Locked, password protected or electronically signed documents are not accepted.

This post requires security clearance allowing access to classified documents (SECRET EU level). Candidates applying for the post must be prepared to undergo security screening under Council Decision 2013/488/EU of 23 September 2013.

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

Assistance can be provided to persons with disabilities during the recruitment procedure. For further information, send an email to diversity.inclusion@consilium.europa.eu and/or consult: <https://www.consilium.europa.eu/media/51679/diversity-and-inclusion-gsc.pdf>

For information related to Data Protection, please see the Specific Privacy Statement.

<https://www.consilium.europa.eu/media/39244/jobs-data-protection-en.pdf>

Contacts

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How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

applications.officials@consilium.europa.eu

Closing date

The closing date for registration is 28/10/2021. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://www.consilium.europa.eu/media/39228/jobs-eligibility-criteria-en.pdf>

Job description version1 (*Active*)
Job description version311949 in *JUR.7.B.HR-SL*
Valid from01/01/2017until

Job Profile

Position

ADMINISTRATOR

Job title

Lawyer-linguist

Domains

Generic domain

LAW

Intermediate domain

Specific domain

LEGISLATIVE WORK

Job Family

Legal and Compliance

Sensitive job

No

Overall purpose

Ensure the revision of legal acts adopted by the European Council and the Council from the point of view of quality of drafting and legal/linguistic consistency in all the EU's official languages. Perform the duties described below in line with the GSC horizontal profile applicable for your function group and the corresponding GSC Competency Framework: <https://www.consilium.europa.eu/en/general-secretariat/jobs/profiles/>

Functions and duties

+ LAW

- Finalise legislation in coordination with the Member States and the European Parliament
- Check the quality of drafting in the EU's legal acts
- Revise texts from the point of view of quality of drafting and legal/linguistic consistency
- Check consistency between all the language versions of draft legal acts to be adopted by the Council

+ LAW

- Provide opinions on the quality of drafting and on consistency in draft legal acts and International Agreements

+ LAW

- Chair or take part in finalisation meetings with experts from the Member States

+ LAW

- Contribute to other tasks of the Legal Service

Job requirements

Experience"

Job-Related experience:less than 1 year

Qualifier:essential

EXPERIENCE: Have experience in legal work. QUALIFICATIONS: Possess a law degree in the language of the post to be filled, awarded by a university in a Member State or Member States having that language as an official language or possess an equivalent professional experience in that specific language.

Languages

Listening	Reading	Spoken interaction	Spoken production	Writing
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Knowledge

Competences

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

Atypical working hours

Specialised Job

Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

Comments:

Other

Comments: