

The **EIB**, the European Union's bank, is seeking to recruit for its **General Secretariat (SG) – Governing Bodies (GB) – Linguistic Services (LING) – French Language Unit (FR)**, at its headquarters in Luxembourg, a:

Head of Linguistic Unit (French main language)

This is a full-time position at grade 6

The term of this contract will be 4 years

The EIB offers fixed-term contracts of up to a maximum of 6 years, according to business needs, with a possibility to convert to a permanent contract, subject to organisational requirements and individual performance.

Purpose

The Head of Unit is responsible for providing linguistic services in French and for assuring control of quality of these services in order to meet the institutional, publication, information and communication needs of the Bank and thus to contribute to meeting the Bank's objectives.

The Head of Unit manages a team of translators by motivating, coaching and evaluating them and by ensuring that the staff members' competencies are developed.

Operating Network

The Head of Unit, currently managing 12 translators will, in coordination with the Head of the Production Management Unit (PMU) and under the responsibility of the Head of Division and Management, plan and steer activities of the French language Unit by ensuring top performance, high quality as required, maximum efficiency and cost-effectiveness.

Accountabilities

He/she will be in charge of the following activities:

- Co-ordinate, prioritise and supervise, in coordination with the Head of PMU, the provision of linguistic services into French (mainly translation, revision, reading of print proofs)
- Manage the team on a daily basis, including appropriate distribution of work (EIB staff and freelancers), planning and approval of leave according to workload, advising and coaching of (new) staff members, as well as mid-term and yearly staff appraisals
- Occasionally translate texts from English and at least one other European language, preferably Italian, Spanish or German, into French (mainly documents for the Board of Directors and texts for publication in print and on the website of the EIB)
- Revise translations produced by in-house staff and freelance translators from English and at least one other European language, preferably Italian, Spanish or German, into French
- Make linguistic determinations concerning the French language, in particular with regard to terminology, style and usage and take authoritative decisions on the appropriate quality in accordance with the Division's quality assurance guidelines
- Ensure compliance with agreed deadlines
- Ensure the appropriate use of the available CAT and workflow tools by all members of the Unit and participate in the enhancement of their design and development
- Identify possibilities for further improving work practices in the Unit and across the Division
- Ensure management of the Unit's terminology data base and its translation memories
- Test and select external translators for the roster of freelancers
- Regularly report on the performance of the Unit
- Foster communication and interaction within the Unit, with other language Units and with clients to ensure sharing of knowledge

- Contribute towards developing a service-minded and customer-focused attitude with regards to the other services of the Bank
- Keep under constant review the need for change and development of the Unit
- Actively and proactively support the Head of Division in strategic planning, supervisory activities and identification of areas requiring change/modernisation
- Represent the French Unit in inter-institutional peer meetings

Qualifications

- University Degree in translation, business administration and/or related fields
- 10 years of professional experience in translation into French and revision, of which five should preferably have been in a translation service of an international organisation
- Familiarity with the banking and finance sector; understanding of the institutional context of the Bank would be an asset
- Experience in staff management
- French as a main language, excellent knowledge of English and another European language, preferably Italian, Spanish or German; knowledge of further languages of the European Union is an asset
- Very good knowledge and experience in the use of CAT tools; knowledge of SDL Studio is an asset
- Familiarity with electronic workflow tools would be an asset

Competencies

- **Achievement Drive:** continually keeps an eye on performance, focusing on improving it, showing drive and determination to meet short and long-term goals
- **Change Orientation:** Adapts to differences and changes in the environment; takes a flexible approach to reach outcomes
- **Collaboration:** Works cooperatively as part of a team; works collaboratively with peers across organisational boundaries based on a genuine interest in and an accurate understanding of others and their individual perspectives and concerns.
- **Organisational Commitment:** is willing to commit to an organisation whose mission is to support Europe and is open to diversity, and to align her/his own behaviour with the organisation's needs and intrinsic values, acting with integrity in ways that promote the organisation's mission, policies and rules

EIB Managerial Competencies

- **Developing Others:** Builds the long-term capability of others by guiding and developing them to make the most of their competence and potential, based on an accurate understanding of their true strengths and development needs.
- **Strategic Thinking:** Thinks about the long-term organisation strategy and how to align to and implement it; comes up with useful new strategic insights.
- **Team Leadership:** Builds a high-performing team, ensuring it is focused, motivated and inspired to achieve organisational objectives, encouraging performance excellence and addressing underperformance when required.

Deadline for applications: **October 15th 2017**

We believe that Diversity is good for our people and our business. We promote and value diversity and inclusion among our staff and candidates; irrespective of their gender, age, nationality, race, culture, education and experience, religious beliefs, sexual orientation or disability.

#LI-POST