

NOTICE OF VACANCY
SECONDED NATIONAL EXPERTS

1. Directorate general : **Directorate-General for Translation**
- Directorate : **A - Translation**
- Unit : **DGT.A.ET**
- Place : **Luxembourg**
- Head of Unit (acting) : **Paula OVASKA-ROMANO**
Tel. 32 2 2952403

- Suggested taking up duty : **Third quarter 2011** ☐
Fourth quarter 2011 ☐
First quarter 2012 **X**
Second quarter 2012 ☐

Please note that the secondment will be governed by the Commission decision C(2008)6866 of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training. This decision is available on http://ec.europa.eu/civil_service/job/sne/index_en.htm

2. Main areas of responsibility :

The roles of a Seconded National Expert should be:

- to provide linguistic and terminological help and advice to the translators and terminologists of the Estonian Language Department, as far as specialised terminology in his/her area of expertise is concerned. The texts translated by DGT translators are of a mainly political, legal, economic/financial, scientific and technical nature that encompasses all the European Union's areas of activity;
- to revise, from a linguistic and terminological point of view, specialised texts, which are relative to his/her competence that have already been translated by the Department's translators or by external translators;
- to carry out terminological research, extract terminology from reliable sources and feed this terminology into the IATE terminological database;
- to participate in thematic terminology projects and in centrally coordinated terminology consolidation work;
- to build and maintain a network of contacts and to provide a link between the institutions/authorities/services of his/her country of origin and the DGT Estonian Language Department.

3. Main qualifications :

University degree from a university of his/her country of origin and relevant professional experience of at least 3 years.

4. Languages:

Perfect command of Estonian as mother tongue. Very good knowledge of English or French. Knowledge of additional EU languages would be an asset.