

**CALL FOR INCLUSION ON THE LIST OF REGISTERED SUPPLIERS  
FREELANCE TRANSLATORS: POLISH  
(Reference number: 11008/SL/LGS/2009)**

**Title:** Freelance Translator for Polish

**Business area:** Directorate General Secretariat and Language Services

**Division:** Language Services Division

**Section:** Slavonic and Baltic languages Section

**Function:** The Language Services Division is a central service unit which provides linguistic expertise and support in the 23 official Community languages to the European Central Bank (ECB). To assist it in performing its tasks, the Division has occasional recourse to professional translators with relevant experience in the ECB fields of competence who provide high-quality services on a freelance basis both from home and on the premises of the ECB. The services to be provided by successful applicants will include translation of material from English, revision of texts, proof-reading of texts destined for publication and compilation of relevant terminology.

The Division is currently seeking to expand its list of regular external collaborators and would welcome applications from qualified candidates who are native-speakers of Polish and who would be available to provide these services and collaborate with the team of Polish in-house translators in Frankfurt (especially for on-site assignments) during peak periods.

It is the intention of the ECB to use its list of registered suppliers with a view to the awarding of framework contracts in the future without publication of a notice.

**Qualifications and experience:**

Required qualifications and experience:

- Perfect command of Polish and excellent English. A very good command of at least one other official Community language would be an asset.
- An advanced university degree (or equivalent qualification) in a relevant subject, or proven ability to perform the tasks commensurate with such a formal academic qualification. A Master's degree-level diploma in translation would be an advantage.
- At least two years' proven professional translation experience as a Polish translator, preferably in the economic or financial field.
- A sound background knowledge of financial and economic affairs. Familiarity with the ECB, other EU institutions, international organisations, Narodowy Bank Polski, and/or the financial sector would be an advantage.
- Strong interpersonal skills: in particular, good communication skills and the ability to work as part of a team in a multicultural environment are very important, as are self-motivation and flexibility.
- Excellent PC skills and a very good knowledge of standard MS Office applications are essential. Familiarity with a terminology management package such as TRADOS MultiTerm and translation memory software such as TRADOS Translator's Workbench would be an advantage.

**How to apply:**

Applications shall be submitted in English and must include a covering letter and curriculum vitae, together with all references necessary to prove the required qualifications and experience. They shall be addressed, quoting the above reference number, to the **European Central Bank, Directorate Secretariat and Language Services, Language Services Division, for the attention of Ms Virge Juurikas, Postfach 16 03 19, 60066 Frankfurt am Main, Germany.** Applications will not be returned.

**Pre-selection procedure**

In order to further develop its list of registered suppliers, the ECB will evaluate the applications against the qualifying criteria specified above and will send a written test to those applicants who fulfil these criteria. The names of the successful candidates (i.e. those who pass the written tests) will be put on the list of registered suppliers. Inclusion on this list shall be no guarantee of suppliers receiving regular work from the ECB, with most regular needs being met by framework contractors.

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

**Closing date:**

***15 May 2009***