

Ref.: ECA/2026/22

Category and Grade: AD5/AD12

Type of position: Official

Publication date: 2026/10/23

Deadline: 2026/11/13, 12:00 (midday), Luxembourg time

ECA/2026/22 - Language specialist – Danish language (1 post) Language and Editorial Directorate (LED)

WHO WE ARE

The European Court of Auditors (ECA) is one of the EU's seven institutions, it is based in Luxembourg and employs around 1000 audit, support and administrative staff of all EU nationalities.

Our auditors check that the EU keeps good accounts and correctly applies its financial rules, and that its policies and programmes achieve their intended objectives and deliver value for money.

We are a modern and dynamic organisation striving for and promoting excellence, professionalism, transparency and integrity. We define ourselves as a diverse, flexible and equitable institution, which offers every individual the opportunity to maximise their talent. We are an EU institution on a human scale: this facilitates integration, allows for easier interaction, and encourages teamwork. We offer flexible working hours and opportunities for teleworking^[1]. We value diversity and inclusion, promote equal opportunities, and ensure a respectful working environment based on open communication, dialogue, and mutual trust.

The Language and Editorial Directorate is made up of 24 language teams and three horizontal support teams. Its mission is to provide the ECA and its various departments with high-quality translations, publications and other services as promptly and efficiently as possible, in order to facilitate internal and external communication in the European Union's official languages. To accomplish its mission, it has developed a wide range of services, ranging from translation/revision to drafting assistance, linguistic support for auditors on mission, and coordinating the publication and distribution of ECA documents to a broad audience in all EU languages, using clear language and a variety of communication channels.

[1] Currently, staff are allowed to telework up to 10 days per month. Of these, 5 days per month and a maximum of 30 days per year can be from outside the place of residence.

WHAT WE ARE OFFERING

This vacancy notice is being issued on the basis of Article 29(1)(a), (b) and (c) of the Staff Regulations of Officials of the European Union.

The advertised position is therefore ONLY open to AD officials of the European Court of Auditors, AD officials of other EU institutions and successful candidates in an EU AD competition for officials organised by EPSO or by one of the EU institutions.

If the post is not filled by an official or a successful candidate from an EU competition reserve list, the ECA reserves the right to organise a selection for a temporary agent, grade AD5, step 1 (see under "APPLICATIONS").

We are seeking to recruit one (1) **Danish-speaking language specialist** for the Language and Editorial Directorate.

Under the authority of the principal manager, the Danish-speaking language specialist will:

- translate and post-edit documents received from ECA departments from at least two EU official languages (mainly English) into Danish;
- revise/review documents drafted in Danish or translated into Danish in-house;
- revise and evaluate documents translated into Danish by external translators;
- localise content to ensure cultural and linguistic accuracy for the target audience, applying the principles of clear and inclusive writing;
- contribute to linguistic and terminology work in Danish, particularly in the audit field;
- provide linguistic support for auditors in the context of audit missions;
- help with other communication and language-related tasks and projects in the interest of the institution.

WHAT WE ARE LOOKING FOR

The advertised position is open to applicants who, on the deadline for applications, meet the eligibility criteria set out in the Staff Regulations, as well as the following criteria:

1. Knowledge of languages

- Excellent command of Danish (mother tongue or minimum level C2 in understanding, speaking and writing).
- A sound knowledge of English (minimum level C1 in understanding, speaking and writing) and a good knowledge of another official EU language (minimum level B2 in the same categories) are required.

Please indicate in your CV the language level according to the following assessment model: <https://europa.eu/europass/en/common-european-framework-reference> (<https://europa.eu/europass/en/common-european-framework-reference>)

2. Experience and skills

During the selection process, applicants will need to demonstrate:

2.1 Field-related skills

- sound editing and drafting skills in Danish;
- proven capacity to understand, translate and revise complex texts;
- strong localisation skills, including the ability to tailor text and contribute to audiovisual content.

2.2 General competencies [2]

- critical thinking, analysing and creative problem-solving;
- self-management;
- working with others;
- good communication.

3. Assets

The following will be considered assets:

- a degree in translation or language studies;
- relevant professional experience in the translation and revision of documents relating to the work of the EU;
- familiarity with audit documents and terminology;
- sound knowledge and experience of CAT tools;
- good knowledge of the EU's institutional framework and policies.

[2] See EPSO'S competency framework (<https://selection.eu-careers.europa.eu/en/documents/epsos-competency-framework/13068>).

APPLICATIONS

The deadline for applications is 12:00 (midday) Luxembourg time on 13 November 2026.

Applications must be submitted **only via the online form** provided for the advertised position, and must comprise the following documents in English or French:

- a cover letter;
- an up-to-date CV, preferably in the Europass format (see <https://europa.eu/europass/> (<https://europass.europa.eu/select-language?destination=/node/1>));
- (only for EU officials not at the ECA) a document confirming your function group, grade and status as an official.

Successful candidates in an EU AD open competition must quote the relevant reference number in their CV or cover letter.

Applications received after the deadline or not submitted using the online form provided for this purpose will be rejected.

Applicants who are not AD officials of the ECA, AD officials of other EU institutions or successful candidates from an EU AD competition reserve list, but whose profiles match with the language, experience and skills requirements, may express their interest in this position by sending a cover letter and a CV, within the same deadline and respecting the same format as described above, to ECA-Selection@eca.europa.eu (<mailto:ECA-Selection@eca.europa.eu>). The ECA reserves the right to draw on these applicants if the post is not filled by an official or a successful candidate from an EU competition reserve list.

The selection committee will evaluate applications based solely on the information given in these documents. It may ask candidates to provide supporting evidence for statements made in their applications. If they fail to provide such evidence when it is requested, their applications will be rejected.

Based on the information given in the application documents, the committee will determine which candidates to invite to an interview. Candidates who satisfy the overall criteria set out in this vacancy notice will not automatically proceed to the interview stage.

To ensure that your application is completed on time, we strongly advise you not to wait until the last few hours to apply. Experience has shown that the system may become overloaded as the deadline approaches.

RECRUITMENT POLICY

EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS

In line with its Diversity, Equity and Inclusion policy and Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. We accept applications without discrimination on any grounds, and we take steps to ensure that recruitment is evenly balanced between women and men, as required by Article 23 of the Charter of Fundamental Rights of the European Union. We also take measures to reconcile working life with family life.

If you require any special arrangements (due to a disability, neurodivergence, or a chronic health condition) in order to take part in this selection procedure, please send an email in good time to ECA-Selection@eca.europa.eu (<mailto:ECA-Selection@eca.europa.eu>)

DATA PROTECTION

The ECA is committed to ensuring that applicants' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

For more information, see our specific privacy statement on recruitment at: https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF (https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF)

REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you believe that a decision adversely affects you, the following options are available:

Request for the selection committee to reconsider its decision

You may submit a reasoned written request for reconsideration of a decision taken by the selection committee. Such a request must be submitted to the following address within 10 calendar days of notification of the decision, to ECA-Recours@eca.europa.eu (<mailto:ECA-Recours@eca.europa.eu>). Where the last day of this period is a public holiday, Saturday or Sunday, the period shall end with the expiry of the last hour of the following working day.

Complaints

Under Article 90(2) of the Staff Regulations, you may submit a written complaint against the ECA's decision to reject your application within three months of being notified thereof, to the following address:

The Secretary-General

European Court of Auditors

12, rue Alcide De Gasperi

L-1615 Luxembourg

LUXEMBOURG

Judicial appeals

Under Article 91 of the Staff Regulations, you may appeal against a decision to reject your complaint, insofar as it adversely affects you, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

Complaints to the European Ombudsman

If you believe that the handling of your application has involved maladministration by the ECA, you may submit a complaint to the European Ombudsman, having first contacted the ECA with a view to settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the above-mentioned appeal deadlines.