



**European Ombudsman**

**Emily O'Reilly**  
European Ombudsman

## **Notice of vacancy OMB/2/2014**

**For two legal officers AD 5/AD 6 in the European Ombudsman's Office**

**Permanent posts open to officials of all the institutions in accordance with Article 29(1)(b) of the Staff Regulations**

### **The European Ombudsman**

The European Ombudsman seeks fair outcomes to complaints against European Union institutions, encourages transparency, and promotes an administrative culture of service. She aims to build trust through dialogue between citizens and the European Union and to foster the highest standards of behaviour in the Union's institutions.

**Our guiding principles:** Integrity, Fairness, Accountability, Dialogue, and Service.

The European Ombudsman is an equal opportunity employer who encourages applications from qualified men and women and does not discriminate on the basis of, among others, age, disability, race, religion, or sexual orientation.

### **Category and grade**

Legal officers of grade AD 5 or AD 6

### **Place of employment**

Strasbourg. A re-assignment of one or both of these posts to Brussels in the future is not excluded.

These posts may involve missions to other working places of the institutions. They may also involve missions to other countries in or outside the European Union

### **Nature of the tasks**

- Analysing complaints submitted to the European Ombudsman and handling



inquiries conducted by the Ombudsman;

- Proposing and dealing with inquiries conducted on the European Ombudsman's own initiative;
- Drafting and proposing notes and decisions for the European Ombudsman's signature, as well as other official documents relating to her inquiries and correspondence with citizens;
- Drafting information for the public in an accessible and easily understandable way;
- Contributing towards propagating a culture of service in the EU civil service;
- Contributing to the drafting of the European Ombudsman's annual report;
- Assisting the European Ombudsman in the preparation of her external activities, representing the institution at certain public events, translating texts and checking translations;

## Qualifications and knowledge required

- A level of education which corresponds to completed university studies of at least three years attested to by a diploma;
- A diploma in the legal domain<sup>1</sup>;
- Thorough knowledge of the institutions, administration and law of the EU;
- Thorough knowledge of one of the European Union's official languages and satisfactory knowledge of another of these languages;
- Very good knowledge of English (both oral and written);
- Knowledge of additional official language(s) of the European Union would be an advantage.

## Professional experience

No specific professional experience is required. However, experience in dealing with complaints or petitions would be an advantage. Experience in drafting (either in the legal domain or in other fields) would also be an advantage.

## Skills and qualities required

- Excellent drafting skills, including the ability to write clearly;
- Ability to:
  - identify the critical facts in complex issues and develop creative and practical solutions;
  - communicate clearly and precisely both orally and in writing;
  - take personal responsibility and initiative for delivering work to a high standard of quality within set procedures;
  - develop and improve personal skills and knowledge of the organisation and its environment;
  - prioritise the most important tasks, work flexibly and organise own workload efficiently;

<sup>1</sup> This diploma can be identical to the above-mentioned diploma attesting completed university studies of at least three years.

- work co-operatively with others in teams and across organisational boundaries and respect differences between people;
- work in a multicultural environment;
- remain effective under a heavy workload, handle organisational frustrations positively and adapt to a changing work environment;
- Commitment to a culture of service.

## Applications

An application<sup>2</sup> form is available on the Ombudsman's Website. **Only applications using this form will be taken into account.** These applications have to be sent by e-mail to [career@ombudsman.europa.eu](mailto:career@ombudsman.europa.eu) by **31 July 2014 at the latest.**

Applications must also include:

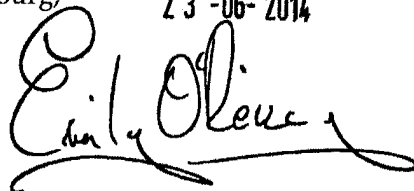
- a) a letter drafted in English explaining the applicant's reasons for applying and why he or she believes to have the qualifications, knowledge, skills and qualities that are required;
- b) a copy of the applicant's *curriculum vitae* (preferably a Europass CV available at <http://europass.cedefop.europa.eu>)
- c) a copy of the applicant's three most recent staff reports (if available).

Applicants should send all appropriate documentation in one single e-mail to [career@ombudsman.europa.eu](mailto:career@ombudsman.europa.eu).

Applications which are incomplete or submitted (either in part or in their entirety) after the deadline for submission of applications will not be considered.

Strasbourg,

23 -06- 2014



Emily O'Reilly

<sup>2</sup> The processing of personal data by the European Ombudsman is governed by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ 2001 L 8, p. 1. By submitting an application for a post within the European Ombudsman's Office, candidates are understood to have given their consent, within the meaning of Article 5(d) of the Regulation, to the processing of the personal data contained in the application and the supporting documents enclosed therewith. The personal data in question are collected by the European Ombudsman's Office for the sole purpose of the present selection procedure. Candidates have a right to access and to rectify their own personal data kept by the European Ombudsman's Office.

Personal data concerning unsuccessful candidates shall be destroyed two years after the positions are filled. Applications submitted for the purposes of the present selection procedure shall not be taken into consideration for the purposes of future ones.

Personal data concerning the recruited candidates shall be kept by the European Ombudsman's Office and might be transferred to other EU Institutions for administrative purposes.

Candidates may at any time consult the European Ombudsman's Data Protection Officer or have recourse to the European Data Protection Supervisor.