



# **Recruitment of Secretary General**

## **in the Ombudsman's Office at grade AD 15/16**

### **Call for expression of interest - OMB/2/2015**

## **The European Ombudsman**

The European Ombudsman investigates complaints about maladministration in the institutions and bodies of the European Union. The right to take a case to the Ombudsman is enshrined in Article 43 of the Charter of Fundamental Rights.

The Ombudsman is elected by the European Parliament.

The current Ombudsman has set out a dynamic and ambitious strategy 'Towards 2019' in order to improve the standard of public administration across the EU institutions, bodies and agencies by making the office more visible, relevant and influential.

The Secretary General is responsible for the overall management of the office and for the implementation of the Ombudsman's strategy. The Secretary General reports directly to the Ombudsman and is the leader of her management team. S/he works closely with the Ombudsman's cabinet and represents the office externally.

The office currently has 66 posts, based in Strasbourg and Brussels, with an annual budget of approximately EUR 10 million.

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.

## **1. Vacancy**

The European Ombudsman has decided to open a selection procedure for the recruitment of a Secretary General in her Office.

- If the selected applicant is an official of the European Union, recruitment shall be by means of secondment, in accordance with Article 37 of the Staff



Regulations of officials of the European Union<sup>1</sup> and in accordance with the grading rules adopted by the European Ombudsman;

- If the selected applicant is not an official of the European Union, recruitment shall be by way of a temporary contract, in accordance with article 2 (b) of the Conditions of Employment of Other Servants of the European Union (CEOS) and the grading rules adopted by the European Ombudsman.

## **2. Category and grade**

The Secretary General will be recruited at grade AD 15 or AD 16.

## **3. Duration of the contract**

The successful applicant will be offered a contract with a maximum duration of four years, renewable once for a maximum period of two years<sup>2</sup>.

## **4. Place of employment**

The place of work will be either Strasbourg or Brussels, depending on the interest of the service.

The post may involve frequent travel between Strasbourg and Brussels and missions to other working places of the institutions. It may also involve missions to other countries in or outside the European Union.

## **5. Eligibility**

The procedure is open to applicants who fulfil the following conditions on the closing date for applications:

### **a. General conditions**

Applicants must:

- be a citizen of the European Union;
- enjoy full rights as a citizen;

<sup>1</sup> Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union, OJ 2013 L 287, p. 15.

<sup>2</sup> In the context of the draft budget for 2016, the Ombudsman will be seeking to amend the designation of the post in a manner which will allow for the possibility of extending the contract beyond that maximum period of six years. While this amendment cannot be guaranteed, the Ombudsman is hopeful of a positive outcome.



- have fulfilled any obligations at national level arising from any applicable laws on military service;
- possess a degree awarded after successful completion of either:
  - (i) four years of study, when the normal period of university education is four years or
  - (ii) three years of study, when the normal period of university education is three years.

In case (ii), the award of the degree must have been followed by one year of relevant professional experience. This year shall not count for purposes of the requirement of professional experience.

## **b. Professional experience**

At least 15 years professional experience gained following the completion of university education (referred to in 5(a)), including at least six years at managerial level.

## **6. Selection criteria**

- Experience working with or in an EU institution, body or agency, or with or in a national Ombudsman's office, or similar body;
- Good knowledge of EU affairs, EU institutions and of EU law;
- Significant management experience and proven success in an area compatible with the activities of the office;
- Good understanding of the role of an Ombudsman in public administration;
- Proven experience of driving through strategic change;
- Knowledge of budget management and planning;
- Understanding of modern HR strategies and processes;
- Understanding of modern IT strategies and processes;
- Excellent communication, networking and motivational skills;
- Strong commitment toward a citizen-focused EU;
- Strong commitment to the Ombudsman's vision and strategy;



- Ability to communicate effectively in English and in French is required for practical reasons. Knowledge of other official languages of the European Union<sup>3</sup> is an advantage.

## 7. Selection procedure

All applicants will receive an acknowledgement of receipt. To assist the Appointing Authority, an Advisory Committee will review the applications received with the assistance of the Personnel Administration and Budget Unit and recommend a list of applicants to be invited for interview. The Advisory Committee may recommend that only some of the eligible applicants should be short-listed for interview.

The Ombudsman may decide that only some of the applicants on the recommended list will be invited to interview. All applicants will be informed of the outcome of the selection procedure.

## 8. Applications

Applications<sup>4</sup> must refer to the call for expression of interest OMB/2/2015 in the subject and be sent by e-mail to: [career@ombudsman.europa.eu](mailto:career@ombudsman.europa.eu). The closing date and time for receipt of applications is **22 March 2015 noon CET**.

Applications must include:

- a) a completed application form downloaded from the Ombudsman's website : <http://www.ombudsman.europa.eu/vacancy>
- b) a letter drafted in English explaining the applicant's reasons for applying and why the applicant believes he or she has the qualifications, knowledge, skills and qualities that are required;
- c) a copy of the applicant's curriculum vitae;

<sup>3</sup> The European Union's official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovakian, Slovenian, Spanish and Swedish.

<sup>4</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, applicants 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. Applicants have a right to access and to rectify their own personal data kept by the European Ombudsman's Office.

Personal data concerning unsuccessful applicants shall be destroyed two years after the position is 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 applicants shall be kept by the European Ombudsman's Office and might be transferred to other EU Institutions for administrative purposes.

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



- d) a copy of a document proving the applicant's citizenship;
- e) copies of diplomas (a certified translation is not required but a translation of the diploma in English or French would be helpful);
- f) evidence of professional experience, clearly indicating the starting and finishing dates and the exact nature of the duties carried out, establishing that applicants possess the qualifications and the knowledge required under the heading "Selection criteria".
- g) applicants should also provide a statement and, where available, evidence concerning their knowledge of languages;
- h) for officials of other EU institutions, a copy of the applicant's three most recent staff reports (if available);
- i) A valid e-mail address to be used for communications by the Ombudsman's Office concerning this procedure.

Original documents may be requested for checking of the supporting documents provided under (d), (e), (f), (g) and (h) at a later stage.

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, 19-02-2015

Emily O'Reilly