



**European Ombudsman**

**P. Nikiforos Diamandouros**  
European Ombudsman

# Call for expression of interest ref.: OMB/CA/02/2012

**Lawyer-linguist with English as their main  
language - Contract agent FG IV**

## The European Ombudsman

The European Ombudsman seeks fair outcomes to complaints against European Union institutions, encourages transparency and promotes an administrative culture of service. He 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 other things, age, disability, race, religion, or sexual orientation.

## 1. Purpose of the call for expression of interest

The European Ombudsman has decided to organise a selection procedure in order to set up a reserve list of Lawyer-linguists with English as their main language. The candidates selected as a result of this selection procedure will form part of a reserve list with a maximum of five candidates. The reserve list will be valid for two years and its validity may be extended.

## 2. Place of employment

The place of employment is Strasbourg.

The recruited candidate may be re-assigned to the European Ombudsman's office in Brussels and his/her tasks may involve missions to other workplaces of the Institutions.

## 3. Conditions of employment

The candidate selected from the reserve list will be offered a contract as contract agent of function group IV, for a definite duration. The contract may be renewed. Under the current rules, the maximum period of employment is three years.



## 4. Nature of the tasks

Under the supervision of the competent Director, and together with the European Ombudsman's existing lawyer-linguist, the successful candidate will be responsible for:

- Revising decisions, friendly solution proposals, draft recommendations and special reports drafted in English before their submission to the Ombudsman;
- Revising correspondence with citizens and institutions drafted in English;
- Revising other documents drafted in English;
- Generally ensuring the quality of documents drafted in English from a linguistic and legal perspective;
- Updating the Office style guide;
- Promoting and ensuring the use of plain language in the Office's work;
- Providing training on plain language where appropriate.

## 5. Eligibility

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

### (a) Minimum conditions

Candidates must:

1. possess citizenship of the European Union;
2. enjoy full rights as a citizen;
3. have fulfilled any obligations imposed on them by the laws on military service;
4. possess a level of education which corresponds to completed university studies of at least three years attested by a diploma;
5. have professional experience of at least one year as a lawyer-linguist or in another relevant domain.

### (b) Specific conditions

#### (i) Knowledge required

- Good general knowledge of European affairs;
- Good knowledge of European Union law, including public administrative law;
- Ability to carry out a linguistic review of decisions to make them clear, understandable and consistent and to help legal officers raise the linguistic quality of their output;
- Ability to adapt to an international and multicultural environment.

#### (ii) Skills

- Very good legal skills;
- Very good drafting skills;
- Ability to cope effectively with the challenge of correcting and enhancing the quality of texts produced in English by persons who do not possess a mother-tongue level mastery of English;



- Very good editing skills;
- Ability to work in a team and to encourage and sensitise colleagues to the use of plain English;
- Strong capacity to organise their working time and to set priorities;
- Commitment to a culture of service towards citizens and institutions.

### (iii) Languages

- Mother tongue equivalent knowledge of English to enable the revising and drafting of legal texts in this language;
- Working-level knowledge of two official languages of the European Union other than English;
- Knowledge of additional official languages of the European Union would be an advantage.

## 6. Deadline for submitting applications

Application dossiers<sup>1</sup> must refer to the call for expression of interest n° OMB/CA/02/2012 - Lawyer-linguist and be sent to the address below by registered mail by **03 April 2012** at the latest:

European Ombudsman's Office  
Personnel, Administration and Budget Unit  
Call for expression of interest OMB/CA/02/2012  
1, av. du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
France

Applicants **must** include:

- The duly filled in application form, which can be found on the European Ombudsman's website at the following address: <http://ombudsman.europa.eu> (or which may be obtained by calling the following telephone number: +33 (0)3 88 17 23 94);
- a letter explaining the candidate's reasons for applying;

<sup>1</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 reserve list has expired. 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 Community 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.



- c) a copy of the candidate's *curriculum vitae* in English (preferably a europass CV: <http://europass.cedefop.europa.eu>);
- d) a copy of a document proving the applicant's citizenship;
- e) a copy of the diploma which satisfies the requirements set out in Section 5(a) of the present call for expression of interest;
- f) copies of evidence of professional experience, clearly indicating the starting and finishing dates and the exact nature of the duties carried out;
- g) a numbered list of all supporting documents required above.

The copies mentioned above do not need to be certified. Since the documents will not be returned to the applicants, the submission of original documents should be avoided.

Incomplete applications will be excluded from the selection.

## 7. Procedure

- a) The date of posting of the application shall be **03 April 2012** at the latest. Applications posted after **03 April 2012** shall be deemed inadmissible.
- b) Applications sent within the closing date will be examined by the Selection Committee to be appointed by the European Ombudsman in order to determine whether candidates fulfil (and have submitted the required evidence that they fulfil) the first, the fourth and the fifth of the minimum conditions for eligibility set out in Section 5(a) of this call for expression of interest. Candidates who do not fulfil (or who have failed to submit the required evidence to show that they fulfil) these minimum conditions, shall be excluded. Only the candidate who will actually be recruited will be asked to provide information confirming that he or she fulfils the second and the third of the minimum conditions for eligibility.
- c) Eligible applications will be assessed by the Selection Committee on the basis of candidates' qualifications and professional experience, in order to draw up a shortlist of the most suitable candidates.
- d) The candidates on this shortlist will be invited to take a written test. The candidates who have achieved the best results at this test will be invited for an interview. The Selection Committee will evaluate the candidates' profile, knowledge and skills on the basis of the results of this test and of the interview and draw up a reserve list of a maximum of five candidates.

Candidates will receive an acknowledgement of receipt of their applications. Those candidates whose applications are inadmissible or who do not fulfil the minimum conditions for eligibility will be informed as soon as possible.

Candidates whose applications are admissible and who fulfil the minimum conditions for eligibility will be informed about whether they have been included in the shortlist of the most suitable candidates as soon as such a shortlist has been drawn up.



Shortlisted candidate will be informed about whether they have been included in the reserve list as soon as such a reserve list has been drawn up.

Strasbourg, - 5 -03- 2012

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