



European Ombudsman

P. Nikiforos Diamandouros
European Ombudsman

Notice of vacancy OMB/03/2011

Director in the European Ombudsman's Office - permanent post open to officials of all the institutions in accordance with Article 29 (1) (a) and (b) of the Staff Regulations

Category and grade: Director AD 14 - AD 15

Place of employment: Strasbourg

This post will involve missions to other working places of the Institutions, mainly to Brussels and Luxemburg. It may also involve missions to other countries in or outside the European Union. This post might be re-assigned to Brussels in the interest of the service.

Nature of the tasks

- The official appointed will be responsible for the leadership and management of one of the two Directorates within the Ombudsman's office. This role includes responsibility for:
 - the organisation of the Directorate, including the assignment of tasks and the system of supervision of work of the various units under his/her responsibilities;
 - the development of internal procedures and instructions both in relation to complaints and inquiries, as well as other services;
 - the provision of advice on legal questions and co-ordination of legal studies and research;
 - staff management, budgetary and financial functions and other support services;
- Under the supervision of the Secretary General, he/she will be responsible for ensuring consistency and co-ordination of the work of several units in the Office dealing with inquiries and inspections carried out by the Ombudsman, as well as administrative, budgetary, financial and other support services;
- Contributing to the development of the European Ombudsman's policies and objectives;
- Contributing to the European Ombudsman's relations with: citizens, the EU institutions and ombudsmen in the Member States, including representation of the institution at certain public events;
- Contributing to the European Ombudsman's communication strategy, including drafting certain sections of the Annual Report.
- Carrying out specific tasks, at the European Ombudsman's request.



Knowledge required

- good general knowledge of European affairs;
- thorough knowledge of European Union law, including public administrative law, as well as of the case law of the Court of Justice;
- thorough knowledge of the Financial Regulation and its implementing provisions, as well as of the Staff Regulations and the Conditions of Employment of Other Servants;
- experience of working in, and ability to adapt to, an international and multi-cultural environment;
- thorough knowledge of English and good knowledge of French are required for practical reasons. Knowledge of other official languages of the European Union could be an advantage.

Skills

- excellent legal and administrative skills;
- excellent management skills;
- very good writing and communication skills;
- ability to cope effectively with a changing environment;
- ability to work in a team, including the capacity to lead and motivate;
- commitment to a culture of service towards citizens and institutions.

Deadline for submitting applications

Applicants should send their applications to the European Ombudsman's Office by 15 June 2011 at the latest. Applicants should include:

- A letter referring to the notice of vacancy n° OMB/03/2011 and explaining their reasons for applying;
- a copy of their *curriculum vitae* in English (preferably europass CV: <http://europass.cedefop.europa.eu/>); and
- copies of their three most recent staff reports.

Strasbourg, 26-05-2011

P. Nikiforos Diamandouros