



P. NIKIFOROS DIAMANDOUROS

CALL FOR EXPRESSION OF INTEREST

N° OMB/03/2010

for the recruitment of

**A LAWYER-LINGUIST
HAVING ENGLISH AS MAIN LANGUAGE**

GRADE AD 5

1. VACANCY

The European Ombudsman has decided to open a selection procedure to fill a position of Lawyer-linguist in his Office. The person recruited will occupy a temporary post in the European Ombudsman's establishment plan. The candidates selected as a result of this selection procedure will be included in a reserve list, which will, in principle, be valid until 31 December 2012. Persons on the reserve list can be recruited onto other posts, which might become available during the period of validity of the list.

- If the selected candidates are officials of the European Communities, recruitment shall be made by means of secondment, in accordance with Article 37(a) of the Staff Regulations for officials of the European Communities and with the grading rules adopted by the European Ombudsman.
- If the selected candidates are not officials of the European Communities, recruitment shall be made by way of a temporary contract, in accordance with Article 2(a) of the Conditions of employment of other servants of the European Communities and with the grading rules adopted by the European Ombudsman.

2. LOCATION OF THE POST

The post is assigned to Strasbourg. It may be re-assigned to the European Ombudsman's office in Brussels. It may involve missions to other working places of the Institutions.

3. EQUAL OPPORTUNITIES

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, handicap, race, religion, or sexual orientation.

4. NATURE OF FUNCTIONS

- Revising decisions, friendly solutions, recommendations and other documents relating to inquiries, which are originally drafted in English before their submission to the Ombudsman's approval;
- revising other documents drafted in English;

- preparation and updating of a style guide;
- contributing and participating actively in the implementation of the objective of using plain English in the Ombudsman's documents.

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. have a level of education in the legal domain which corresponds to completed university studies of at least three years attested by a diploma;

(b) Specific conditions

(i) Knowledge required

- good general knowledge of European affairs;
- good knowledge of European Union law, including public administrative law, as well as of the case-law of the European Union Courts;
- 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

- excellent legal skills;
- ability to cope effectively with the challenge of correcting and enhancing the quality of texts produced by non-English native speakers;
- 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 be able to copy with 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;
- the knowledge of additional languages would be an advantage.

6. FILING OF APPLICATIONS

Application dossiers¹ must refer to the call for expression of interest n° OMB/03/2010 and be sent to the address below by registered mail on or before **15 September 2010**, closing date for applications:

European Ombudsman's Office
Administration and Personnel Unit
Selection OMB/03/2010
1, av. du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE

Candidates must give full details of their citizenship, studies, research, professional experience and other qualifications on their application. They should also compile and enclose with their application a list of the accompanying supporting documents, which should be **numbered**.

In order to be considered valid, applications must include:

- (1) The application form to be filled in, which can be found on the European Ombudsman's website at the following address <http://ombudsman.europa.eu> (or upon request at the following telephone number + (33)3.88.17.23.94);
- (2) A letter stating the reasons for applying;
- (3) A copy of the applicant's curriculum vitae in English (preferably europass CV : <http://europass.cedefop.europa.eu/>);
- (4) A copy of a document proving the applicant's citizenship;
- (5) Copies of diplomas. The diploma which satisfies the requirements set out in Section 5(b)(i) of the present call for expression of interest should be mentioned separately on the application form;
- (6) Copies of evidence of professional experience (if applicable), clearly indicating the starting and finishing dates and the exact nature of the duties carried out, establishing that candidates possess the qualifications and the knowledge required;
- (7) In the case of officials, copies of their three most recent staff reports².

¹ 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, the applicant is understood, in the sense of Article 5(d) of the Regulation, to have given his/her consent 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 post has been filled. Applications handed in for the present selection procedure shall not be taken into consideration for future selections.

Personal data concerning the successful applicant 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.

² If fewer than three reports have been prepared, the official shall send copies of all that are available.

(8) A numbered list of all supporting documents required above.

The copies mentioned above do not need to be certified.

The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications will be excluded from the selection.

7. PROCEDURE

(a) Applications posted after **15 September 2010** shall be deemed inadmissible.

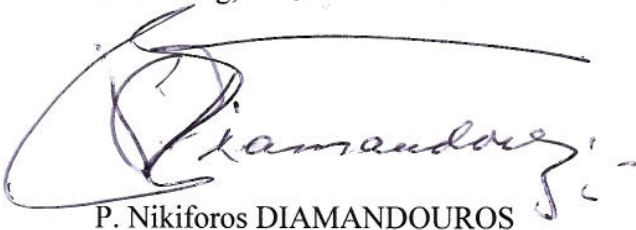
(b) Applications sent by the closing date will be examined by the Administration and Personnel Unit to determine their validity in accordance with section 6, and whether candidates fulfil (and have submitted the required evidence that they fulfil) the minimum conditions 1 and 4 listed in section 5 of this call for expression of interest. Candidates whose application is not valid or who do not fulfil (or who have failed to submit the required evidence that they fulfil) the minimum conditions, shall be excluded by the Selection Committee. Only those candidates who will actually be recruited will be asked to provide information as to minimum conditions n° 2 and 3.

(c) Applications of candidates who fulfil the minimum conditions will be assessed by the Selection Committee, on the basis of their knowledge and skills as set out in the specific conditions listed under section 5 above, in order to determine those who appear to be the most suitable for the post in question and who shall be invited to interviews with the Selection Committee and to a written test.

(d) Following the interviews and the written test, the Selection Committee will evaluate the candidates' profile, knowledge and skills in order to choose the most suitable candidates for the post.

Candidates will be informed of the status of their application after each of the above-mentioned stages of the procedure.

Strasbourg, 13 -07- 2010

A handwritten signature in blue ink, appearing to read 'P. Nikiforos DIAMANDOUROS', with a large, sweeping flourish above it.

P. Nikiforos DIAMANDOUROS