

## THE OMBUDSMAN LAW

The Assembly of the Turkish Republic of Northern Cyprus votes as follows:

Short title	1.This Law shall be cited as the Ombudsman Law.
Interpretation	<p style="text-align: center;">PART ONE Introductory Provisions</p> 2. In this Law, unless the context otherwise requires;
	<p>“Prime Minister” means the Prime Minister of the Turkish Republic of Northern Cyprus.</p> <p>“President” means the President of the Turkish Republic of Northern Cyprus.</p> <p>“Office” means the Office of the Ombudsman established under article 18 of this Law.</p> <p>“Service” means any action, administrative act and omission of any organ, office, organization, public institution and association or any person that have executive and administrative authority in the Turkish Republic of Northern Cyprus. This does not cover the matters and administrative acts outside the jurisdiction of the Ombudsman as stated in the Constitution and in this Law.</p> <p>“Public Institutions and Associations” means Public Economic Enterprises, professional organizations qualified as a public institution, institutions with a revolving fund, Vakf Organization and the Office of the Religious Affairs, co-operatives, local administrations, the companies and the establishments the state is a shareholder for any amount or any committee, commission, council or offices established under any law.</p> <p>“President of the Assembly” means the President of the Assembly of the Turkish Republic of Northern Cyprus.</p> <p>“Ombudsman” means the Ombudsman appointed in accordance with article 4 of this Law.</p> <p>“Administration” means the person, persons or the unit that administer and direct the execution of the duties within the capacity and responsibility of any organ, office, organization, public institution and association that have executive and administrative authority in the Turkish Republic of Northern Cyprus.</p>

<p>Purpose</p>	<p>3. The purpose of this Law, is to provide the establishment of the Ombudsman institution, that shall ensure the inspection, investigation and submission of a report to the authorities whether or not a service or act by the administration executed in accordance with the laws in force and court decisions or of any service or act executed by any administrative unit or official.</p>
<p>The appointment of the Ombudsman</p>	<p style="text-align: center;"><b>PART TWO</b></p> <p style="text-align: center;"><b>The Appointment, Qualifications, Term of Office and the Termination of Office of Ombudsman</b></p> <p>4. (1) (A) The Ombudsman shall be appointed by the President of the Turkish Republic of Northern Cyprus upon the approval of the Assembly of the Republic.</p> <p style="padding-left: 40px;">(B) After the appointment of a person by the President as Ombudsman, the matter shall be submitted to the Presidency of the Assembly of the Republic for the approval by the Assembly of the Republic.</p> <p style="padding-left: 40px;">(C) The Presidency of the Assembly of the Republic shall deliver the issue to the Committee of Law and Political Affairs for evaluation. The Committee of Law and Political Affairs shall make a decision and submit a Report to the General Assembly whether the person appointed as the Ombudsman has the qualifications put forward in article 5 of this Law.</p> <p style="padding-left: 40px;">(Ç) After the deliberations in the General Assembly, the appointment shall be submitted for approval by the General Assembly and a 2/3 qualified majority shall be required. Provided that a qualified majority has not been reached a second tour of voting shall be carried out and this time an absolute majority shall be sufficient.</p>

<p>The qualifications of the Ombudsman</p> <p>5/19796 29/1977 1/1980 4/1980 12/1981 17/1985 19/1985 15/1986 60/1988 17/1990 33/1990 52/1991 78/1991 46/1993 59/1993 2/1994 12/1994</p>	<p>(2) In accordance with the above paragraph 1, the person appointed as the Ombudsman, shall take the following oath in the presence of the President of the Republic before assuming his office;</p> <p style="text-align: center;"><b>“OATH OF DEVOTION”</b></p> <p>I do swear upon my honour that as the Ombudsman, I shall remain loyal to the Turkish Cypriot People and the Turkish Republic of Northern Cyprus, protect the Constitution, the Laws and other legislation of the Turkish Republic of Northern Cyprus, perform my duties with honesty, impartiality and with the sense of justice only in conformity with the decree of my conscience.</p> <p>5. The qualifications required for the person to be appointed as the Ombudsman are as follows;</p> <p style="padding-left: 40px;">(1) Shall have the prescribed qualifications in article 9 of the Elections and Referandum Law for being a candidate of a Member of Parliament.</p> <p style="padding-left: 40px;">(2) Shall be a university graduate on Law, Political Sciences, Economics, Management, Public Administration and of subjects related to these</p> <p style="padding-left: 40px;">(3) (A) Shall have worked in a responsible position at least for 10 years in or out of the public service; or</p>
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<p>Term of Office and the rules for retirement of the Ombudsman</p> <p>26/1977 9/1979 18/1980 26/1982 54/1982 14/1983 22/1983 20/1985 3/1986 14/1987 38/1987 4/1990 50/1990</p>	<p>(B) Shall have done a post-graduate Phd. study and worked in or out of the public service at least for five years in a responsible position.</p> <p>6. (1) The Ombudsman shall be appointed for a term of 6 years. At the end of the six years, a person can not be appointed as Ombudsman for a second term.</p> <p>(2) A person appointed as the Ombudsman can hold office till the end of age 65.</p> <p>(3) If a person appointed as the Ombudsman was working in the public service prior to his/her appointment, then after the termination of his/her office as the Ombudsman, the term of his/her services both in the public service and as the Ombudsman shall be enumerated as a whole and in accordance with the Law of Retirement “if he/she fullfils the minimum service years condition, as to his/her preference either choose to retire at the integrated services or shall be re-employed to his/her previous position or to a position equal and acceptable to that position.</p> <p>(4) If a person after his/her retirement from the public service or a person not from the public service being appointed as the Ombudsman, the appointee, at the termination of office, shall recieve an allotment of bonus for his/her services in accordance with the rules of the Law of Retirement.</p>
<p>The resignation of the Ombudsman or the removal from the office</p> <p>9/ 1976</p>	<p>7. (1) During his/her term of office the Ombudsman can submit his/her written resignation to the Assembly of the Republic.</p> <p>(2) Dismissal of the Ombudsman from the office and the disciplinary actions against him shall be</p>

<p>3/1978 10/1978 6/1980 23/1980 19/1981 18/1982 34/1982 56/1982 21/1983 7/1984 20/1984 4/1985 7/1986 24/1986 2/1988</p>	<p>in conformity with the Court of Justice Law and shall be done by the Supreme Court with the same reasons and modalities applicable for a Supreme Court Judge and the Supreme Court shall execute this duty on the basis of principles prescribed in the following subparagraphs:</p> <p>(A) If evidenced by the Report of the Health Commission that the Ombudsman is incapable to perform his/her duties, the Supreme Court shall order his/her retirement. The Ombudsman retired in this way shall receive the rights and benefits pursuant to the Law of Retirement.</p> <p>(B) The Supreme Court shall have the power of issuing disciplinary fines on Ombudsman.</p> <p>(a) The Supreme Court, due to behaviors of the Ombudsman which are inconsistent with his responsibilities and duties and the dignity and honour of an Ombudsman, based on the degree of his behaviors constituting a disciplinary fine, shall practice either a “notice” or a “call for withdrawal from the office” procedure.</p> <p>(b) The Supreme Court, by considering the existing evidence and information and the attitude and behaviors being attributed shall examine the denunciations and complaints directly made or brought to the Court and decide whether or not to proceed to open a disciplinary investigation. However denunciations and complaints made without a signature or address or made under a false name shall not be taken into</p>
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<p>Vacancy of the Office</p>	<p>consideration by the Supreme Court and denunciations and complaints without any established fact or proof shall not be put into action.</p> <p>(c) If the Supreme Court decides for a disciplinary proceeding then shall inform the Ombudsman about the allegations againsts him/her and hear his/her legal arguments, hear the persons it considers necessary under oath or assurance or affirmation, gather all relevant information, determine the evidences. All the departments, organisations and institutions and natural and legal persons, without prejudice to fair exceptions, shall be obliged to respond to the questions asked and to fulfil the other demands.</p> <p>(ç) If the Supreme Court does not consider the attitudes and behaviors as established, it shall order the termination of the case. On the other hand if the Supreme Court consider the attitudes and behaviors as established, then it shall take action in relation with their nature and severity in accordance with this article.</p> <p>(d) Within one month from the receipt of the written notice of the Court's call for withdrawal from the office, the person is obliged to do so. If he/she does not demand his/her retirement or withdrawal, he shall be considered withdrawn.</p> <p>(e) The acts of the Supreme Court pursuant to this article is judicial and the Ombudsman shall have the right for a hearing and to present his/her case of defence.</p> <p>8. (1) In the case of death, retirement, resignation or dismissal of the Ombudsman the office shall be vacant.</p> <p>(2) If the office becoming vacant pursuant to subparagraph (1) a new person shall be appointed</p>
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<p>The duties and powers of the Ombudsman</p> <p>7/1979 3/1982 12/1982 44/1982 42/1983 5/1984 29/1984 50/1984 2/1985 10/1986 13/1986 30/1986 31/1987 11/1988 33/1988 13/1989 34/1989 73/1989 8/1990 19/1990 42/1990 49/1990 11/1991 85/1991 11/1992 35/1992 3/1993</p>	<p>as the Ombudsman pursuant to articles 5 and 7.</p> <p>(3) The term of office of the newly appointed Ombudsman pursuant to this article shall be six years and the provisions of above article 6 shall be applicable to him/her.</p> <p style="text-align: center;">PART THREE</p> <p style="text-align: center;">The Duties, Responsibilities, Remuneration, Personal Rights and Restrictions of the Ombudsman</p> <p>9. The duties and responsibilities of the Ombudsman are:</p> <p>(1) To control, investigate and report the services performed, by the organ, office, organisation, public institutions and establishments or the person which have administrative and executive authority in the Turkish Republic of Northern Cyprus, except those determined in the Constitution and this Law, whether or not they are in conformity with the legislations in force and the court decisions and whether they are appropriate or properly implemented.</p> <p>(2) To pursue whether a service within the jurisdiction of any unit of the administration has been performed or not and if not to demand duly reasoned information from the unit concerned on the service which has not been performed.</p> <p>(3) To warn the office concerned on an illegal act established by the Ombudsman, for restitution.</p> <p>(4) (A) At any stage of the issue under investigation if the Ombudsman is satisfied</p>
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<p>62/1993 10/1994 15/1994 53/1994 18/1995 12/1996 19/1996 32/1996</p>	<p>that it shall be inconvenient for the public officer subject to investigation to keep the office, to demand from the Public Service Commission the temporary removal of the public officer concerned from his office, without taking into consideration the provisions of the Public Servants Law article 102 subparagraph (1) stating that the demand shall come from the principal officer of the institution that he/she is affiliated.</p> <p>The provisions of the subparagraphs, except the subparagraph(1) of article 102, of the Public Servants Law shall be applicable for the public officer who has been temporarily removed from his/her office.</p> <p>(B) In the case that the person under investigation is an employee of any public institution or organisation; the Ombudsman forwards the demand of the temporary removal from the office to the office or organ which has appointed the relevant person.</p>
<p>The allowances of the Ombudsman</p> <p>18/1978 47/1982 48/1982 58/1982 9/1984 5/1985 2/1986 22/1986 23/1988 7/1990</p>	<p>10.The rights and benefits such as the salary, allocation, allotment of bonus, cost of living, tax exemption and other personal rights of the Ombudsman, shall be the same as the salary, allocation, allotment of bonus, cost of living, tax exemption and other personal rights of the Auditor-General pursuant to the Court of Audit Law and for the purposes of retirement the same shall be taken into consideration.</p>
<p>Personal Rights</p>	<p>11.All the rights designated under the Public Servants Law shall apply to the Ombudsman.</p>

<p>7/1979 3/1982 12/1982 44/1982 42/1983 5/1984 29/1984 50/1984 2/1985 10/1986 13/1986 30/1986 31/1987 11/1988 33/1988 13/1989 34/1989 73/1989 8/1990 19/1990 42/1990 49/1990 11/1991 85/1991 11/1992 35/1992 3/1993 62/1993 10/1994 15/1994 53/1994 18/1995 12/1996 19/1996 32/1996</p>	
<p>The immunity of the Ombudsman</p>	<p>12. While performing his/her duties and using the powers conferred on him, the Ombudsman shall not be hold liable and a case shall not be filed against him/her for his/her testified and documented acts, revelation of his/her opinions and the reports submitted by him/her.</p>

<p>The issues outside the jurisdiction of the Ombudsman</p>	<p>13.(1)The following matters are out of the jurisdiction of the Ombudsman;</p> <p>(A) The duties and powers conferred on the following offices and institutions by the Constitution and Laws;</p> <ul style="list-style-type: none"> <li>(a) The President</li> <li>(b) The Assembly of the Republic</li> <li>(c) The Council of Ministers</li> <li>(d) The Courts</li> <li>(e) The Law Office</li> <li>(f) The Public Service Commission</li> <li>(g) The Court of Audit</li> <li>(h) The Police Organisation</li> </ul> <p>(B) The matters related to foreign policy and the defence of the country.</p> <p>(2) In the case that the Ombudsman shall receive an application or information on the matters within the jurisdiction of the offices and institutions mentioned in the subparagraph(1) (A), shall communicate the matter to the relevant office.</p>
<p>Restrictions</p>	<p>14.(1) The Ombudsman shall not perform any work with or without remuneration during and after the working hours apart from his/her official duty. He shall not be a member of the Board of Directors of any company or establishment.</p> <p>(2) The Ombudsman while performing his/her duties shall not make sexual or political discrimination, shall not act in favour of any person, family or group.</p> <p>(3) The Ombudsman, shall not disclose all the written or oral information and documents obtained during his office, to anybody or any office except the offices responsible for legal proceedings.</p>

<p>The conditions related to taking action of the Ombudsman</p>	<p style="text-align: center;"><b>PART FOUR</b>  <b>Conditions for Taking Action, Working Method and Delegation of Power</b></p> <p>15.(1) The Ombudsman shall take action upon the personal application of any complainant by filling and signing the application form prescribed by the Office or by his/her own initiative (ex officio) as a result of the news in the mass media, obtained information, or its observations.</p> <p>(2) While taking into consideration the applications submitted to the Office and the information obtained, shall inquire whether any case has been filed or not and if there is any investigation being conducted by the Law Office or the Police about the matter or act under consideration.</p> <p>(3) In the case of confirmation that the matter or act under consideration is being followed by the Law Office or the Police, it shall inform the complainant in writing that the case shall be taken into consideration after the conclusion of the Law Office or the Police.</p>
<p>Working Method of the Ombudsman and the Report</p>	<p>16.(1) The Ombudsman shall submit a detailed bi-annual Report on its work to the Presidency of the Assembly of the Republic. It shall also forward this Report to the President and the Prime Minister. The Report submitted shall be open to press.</p> <p>(2) The Ombudsman shall prepare a Report on every issue under investigation which shall comprise both the results obtained through his/her observations and the opinions of the persons that he/she shall consider related to the issue under investigation. He/she shall submit this Report to the Presidency of the Assembly of the Republic. This Report shall also be forwarded to</p>

Delegation of Power	<p>both the President and the Prime Minister of the Turkish Republic of Northern Cyprus. If the investigation was conducted upon the application of a person claiming that he/she suffered a wrong on a particular issue, a copy of the report shall also be sent to person concerned.</p> <p>(3) While performing his/her duties, the Ombudsman can directly contact to the President, the President of the Assembly, the Prime Minister, the Ministers, the presidents of the independent institutions and the board of directors, chairmen and/or general directors and/or secretaries and the heads of the commissions and committees established under a law or other legal persons and organizations established under a law and can request from them to present oral or written information and documents.</p> <p>However the Ombudsman can only see the documents considered as confidential in accordance with the Constitution and the Laws with the consent of the principal officer of the office responsible for the relevant document.</p> <p>17. The Ombudsman can authorize in writing the Director of the Office, provided that he/she shall abide by the conditions and limits set by himself/herself, to exercise any powers given to him/her by the Constitution and this Law for a temporary period.</p> <p>The Ombudsman shall determine in writing which of his/her powers shall be exercised by the Director of the Office, for the periods his/her illness and leave or when being abroad.</p> <p>However he/she shall not delegate the power of submission of the Report.</p>
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	<p style="text-align: center;"><b>PART FIVE</b></p> <p style="text-align: center;"><b>The Establishment of The Office of Ombudsman, The Methods of Employment, Duties and Responsibilities of the Staff, General Rights and Restrictions</b></p>
Establishment	<p>18. In order to facilitate the works of the Ombudsman, charged with duties such as controlling, investigating and reporting to the related authorities whether or not the services conducted by the administration in the Turkish Republic of Northern Cyprus are in conformity with the legislations in force and the court decisions, the Office of Ombudsman that shall be under the supervision and control of the Ombudsman shall be established.</p>
The Office of the Ombudsman	<p>19.(1) The titles of staff, the number of staff, the service categories, degrees within the categories and the salary scales concerning the staff to be employed in the Office of Ombudsman are enumerated in the First Table annexed to this Law.</p>
Staff, scale, scale and services category, charts, First Table, Second Table	<p>(2) The qualifications and the duties, powers and responsibilities of the staff that shall be appointed to the positions enumerated in the First Table, are envisaged in the Second Table annexed to this Law.</p>
7/1979 3/1982 12/1982 44/1982 42/1983 5/1984 29/1984 50/1984	<p>(3) The staff of the Office of Ombudsman shall be indicated in the Budget Law every year and shall be filled according to the allowances set in the Budget.</p>
2/1985 10/1986 13/1986 30/1986 31/1987 11/1988 33/1988 13/1989 34/1989 73/1989	<p>(4) The salary scales envisaged for each staff in the Second Table annexed to this Law shall be equivalent to the scales envisaged in the First Table annexed to the Public Servants Law.</p>

<p>8/1990 19/1990 42/1990 49/1990 11/1991 85/1991 11/1992 35/1992 3/1993 62/1993 10/1994 15/1994 53/1994 18/1995 12/1996 19/1996 32/1996</p>	
<p>Appointment, duties and responsibilities, general rights and restrictions of the Ombudsman Staff</p>	<p>20.(1) The staff employed in the Office of the Ombudsman shall be appointed by the Public Service Commission and shall perform the duties and powers envisaged in this Law.</p>
<p>7/1979 3/1982 12/1982 44/1982 42/1983 5/1984 29/1984 50/1984 2/1985 10/1986 13/1986 30/1986 31/1987 11/1988 33/1988 13/1989 34/1989 73/1989 8/1990</p>	<p>(2) The duties and responsibilities, general rights, restrictions, appointment, promotion, personal rights and disciplinary proceeding of the public officers employed in the Office of the Ombudsman shall be regulated in accordance with the Public Servants Law.</p>

<p>19/1990 42/1990 49/1990 11/1991 85/1991 11/1992 35/1992 3/1993 62/1993 10/1994 15/1994 53/1994 18/1995 12/1996 19/1996 32/1996</p>	
<p>Presentation of evidence</p>	<p style="text-align: center;"><b>PART SIX</b> <b>Presentation of Evidence, The Responsibilities of the Public Servants or Person and/or Persons, Obligation of Confidentiality</b></p> <p>21. While conducting investigations according to this Law, provided that there is no failing evidence contrary to the Constitution and the other Laws, the Ombudsman shall exercise the power to call any Public Servant or other person and/or persons that is believed can furnish information or supply evidence, to give such information and supply such evidence without prejudice to the provisions of article 16 subparagraph (1) of this Law.</p>
<p>The responsibilities of the public employee or person/persons</p>	<p>22.(1)The Ombudsman shall provide opportunity;</p> <p>(A) To the public employee, public servant or; person and/or persons that is deemed related to the act under investigation, to express his/her point of view;or</p> <p>(B) At any stage of the investigation if the Ombudsman believes that the Report which shall be drafted shall negatively effect the public</p>

employee, public servant or; person and/or persons, to present their case of defence.

(2) If the Report which will be drafted by the Ombudsman shall be of nature that shall negatively effect the public employee, public servant or; person and/or persons, pursuant to the above subparagraph(1) the point of views or the case of defence shall be annexed to the Report. Any Report that shall not contain the opinions or the case of defences of the persons concerned shall not be of nature that shall negative effect on them.

(3) If the Ombudsman is convinced at the end of the investigation that an omission, misuse of authority or of an offence committed by the public employee, public servant or; person and/or persons he/she shall forward the case to the related and authorised office for the necessary proceedings to be initiated.

(4) (A) The investigation shall not be conducted openly; subject to the provisions of this Law, the investigation method shall be determined by the Ombudsman by taking into consideration the specific conditions of the case.

(B) An investigation conducted under this Law, shall not affect other investigation initiated by the authority or the power or duty of the person authorised for investigation related with the investigated issue.

(5) All the units of administration shall assist to the Ombudsman in every way on the works being made under this Law.

(6) If it is revealed by the result of the investigations conducted by the Ombudsman that the case under investigation contains an issue outside his/her jurisdiction under the article 13 of this Law, the Ombudsman shall be informed on the relevant decisions and the documents and the

	<p>investigation shall be terminated. The rules of confidentiality shall be legally guaranteed.</p> <p>(7) If the principal officer of the administration shall be of the opinion that the information or documents given to the Ombudsman shall negatively effect the defence and the security of the administration or, be against the public interest, shall in writing inform the Ombudsman about the situation. In such a situation the Ombudsman shall not give these information to anyone except the President of the Assembly of the Republic. He shall also inform the President and the Prime Minister on the issue.</p>
<p>Obligation of Confidentiality</p>	<p>23. The Ombudsman and all the staff of the Office shall keep the information and documents obtained confidential while performing their duties and during the report drafting process. They can not disclose it unless ordered by the competent Court.</p>
<p>Offences</p>	<p style="text-align: center;">PART SEVEN The Final Provisions</p> <p>24.(1) Anyone that have the information related to the case under investigation and who fails to give this information without a legal excuse,</p> <p style="padding-left: 40px;">(2) Anyone, if demanded by the Ombudsman, who refuses to present or any way prevents the presentation or removes the evidences,</p> <p style="padding-left: 40px;">(3) Anyone, in case although knowing or having reasonable reason to believe that they are not true, intentionally provides incorrect, fabricated information or evidence,</p> <p style="padding-left: 40px;">(4) Anyone without any legal excuse in any way prevents the investigation undertaken by the Ombudsman, commits a criminal offence and if charged as guilty shall be subject to imprisonment up to 3 years or to a fine up</p>

Annulation 6/1973	to 200 000 000 TL ( two hundred million Turkish Lira) or both.  25. From the date this Law comes into force “The Commisioner of Administration Law of 1973” shall be annulled.																																			
Coming into force	26.This Law shall come into force on the date it shall be published in the Official Gazette.																																			
<p>THE FIRST TABLE THE OFFICE OF OMBUDSMAN (Article 19)</p>																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number Of Staff</th> <th style="text-align: center;">Title</th> <th style="text-align: center;">Service Category</th> <th style="text-align: center;">Degree</th> <th style="text-align: center;">Scale</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Director</td> <td style="text-align: center;">-</td> <td style="text-align: center;">II</td> <td style="text-align: center;">18A</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Chief Investigation Officer</td> <td style="text-align: center;">Managerial Services Category</td> <td style="text-align: center;">III</td> <td style="text-align: center;">17B</td> </tr> <tr> <td colspan="5" style="text-align: center;">( Other directors not considered as the director of upper-echelon)</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">Investigation Officer</td> <td style="text-align: center;">Adminisrative Services Category</td> <td style="text-align: center;">I</td> <td style="text-align: center;">15-16</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Senior Administrative Officer</td> <td style="text-align: center;">Administrative Services Category</td> <td style="text-align: center;">I</td> <td style="text-align: center;">15-16</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Administrative</td> <td style="text-align: center;">Administrative</td> <td style="text-align: center;">II</td> <td style="text-align: center;">12-13-14</td> </tr> </tbody> </table>	Number Of Staff	Title	Service Category	Degree	Scale	1	Director	-	II	18A	3	Chief Investigation Officer	Managerial Services Category	III	17B	( Other directors not considered as the director of upper-echelon)					7	Investigation Officer	Adminisrative Services Category	I	15-16	1	Senior Administrative Officer	Administrative Services Category	I	15-16	1	Administrative	Administrative	II	12-13-14
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1	Administrative	Administrative	II	12-13-14																																

	Officer	Services Category		
1	Senior Clerk	Secretarial Services Category	I	13-14
4	First Grade Clerk	Secretarial Services Category	II	11-12
2	Driver/Usher	Driver/Usher Services Category	I	8-9
2	Usher	Driver/Usher Services Category	I	8-9
22	Total			
<p><b>SECOND TABLE</b>  <b>THE DIRECTOR OF THE OFFICE OF</b>  <b>OMBUDSMAN</b>  <b>SERVICE SCHEME</b></p>				
Staff title : Director				
Degree : II (First Appointment and Promotion Position )				
Number of Staff : 1				
Salary : Scale 18 A				
<b>I. DUTIES, POWERS AND RESPONSIBILITIES</b>				
(1) Shall assist the Ombudsman, in executing the duties of the Ombudsman, shall plan, coordinate, control the services of the office and ensure the fulfilling of the financial and administrative duties of the office.				
(2) Shall carry out the work concerning the personal				

rights of the staff of the office.

- (3) Shall ensure the preparation of the budget.
- (4) Shall ensure that the financial affairs are carried out in accordance with the legislation in force.
- (5) Shall perform the duties fit to his/her post, delegated to him by the Ombudsman.
- (6) Shall be responsible to the Ombudsman for execution of his/her duties.

## II. QUALIFICATIONS REQUIRED

- (1) To be a graduate of a faculty of Law, Economics or Administrative Sciences of a recognised university and have worked for a minimum of 10 years in the public service.
- (2) Shall have been appointed to a position of degree II of the services that requires to be a graduate of a university or an institution of higher education and in act to be at the salary scale 15.
- (3) To be succesful in the exams to be held in accordance with the relevant legislation.

### CHIEF INVESTIGATION OFFICER SERVICE SCHEME

Staff title : Chief Investigation Officer  
 Service Category : Managerial Services Category  
 (Other directors not considered as  
 the directors of upper-echelon )  
 Degree : III ( First Appointment and  
 Promotion Position)  
 Number of Staff : 3  
 Salary : Scale 17 B

## I. DUTIES, POWERS AND RESPONSIBILITIES

- (1) Shall perform the duties delegated to him/her under the supervision and control of the Director and with the instructions of the Ombudsman.
- (2) Shall be responsible to both the Ombudsman

and the Director for execution of his/her duties.

## II. QUALIFICATIONS REQUIRED

- (1) To be a graduate of a faculty or equivalent institution of higher education of Law, Economics, Political and Administrative Sciences.
- (2) To be working in the Office of Ombudsman for a minimum of 3 years as an Investigation Officer.
- (3) To be successful in the exams to be held in accordance with the relevant regulations.
- (4) To speak English shall be an advantage.
- (5) To be at least on the degree II of the services category that requires to be a graduate of a university or an institution of higher education and have worked a minimum of 7 years in the public service.

### INVESTIGATION OFFICER SERVICE SCHEME

Staff Title : Investigation Officer  
 Services Category : Administrative Services  
 Degree : I ( First Appointment and  
 Promotion Position)  
 Number of Staff : 7  
 Salary : Scale 15-16

## I. DUTIES, POWERS AND RESPONSIBILITIES

- (1) Shall perform the duties delegated to him/her by his/her superiors, with the limitations of the instructions of the Ombudsman and under the supervision and control of the Director of the Office of Ombudsman.
- (2) Shall be responsible to his/her superiors for execution of his/her duties.

## II. QUALIFICATIONS REQUIRED

- (1) To be a graduate of a faculty or equivalent institution of higher education of Law, Economics, Political and Administrative Sciences.
- (2) To be working in the degree II of the services that requires to be a university graduate and to be working in the public service for a minimum of 7 years.
- (3) To be successful in the exams to be held in accordance with the relevant legislation.
- (4) To speak English shall be an advantage.

### SENIOR ADMINISTRATIVE OFFICER SERVICE SCHEME

Staff Title : Senior Administrative Officer  
 Services Category : Administrative Services  
 Degree : I ( Promotion Position)  
 Number of Staff : 1  
 Salary : Scale 15-16

## I. DUTIES, POWERS AND RESPONSIBILITIES

1. Shall perform the duties delegated to him/her by his/her superiors in accordance with his/her post.
2. Shall be responsible to his/her superiors for execution of his/her duties.

## II. QUALIFICATIONS REQUIRED

- (1) To be a graduate of a faculty or equivalent institution of higher education of Law, Economics, Political and Administrative Sciences..
- (2) Have worked for a minimum of 3 years at a lower degree.  
 However if there is no one meeting this condition then for at least one year shall be required.
- (3) To be successful in the exams to be held.

**ADMINISTRATIVE OFFICER  
SERVICE SCHEME**

Staff Title : Administrative Officer  
 Services Category : Administrative Services  
 Degree : II ( Promotion Position)  
 Number of Staff : 1  
 Salary : Scale 12-13-14

**I. DUTIES, POWERS AND RESPONSIBILITIES**

1. Shall perform the duties delegated to him/her by his/her superiors in accordance with his/her post.
2. Shall be responsible to his/her superiors for execution of his/her duties.

**II. QUALIFICATIONS REQUIRED**

- (1) To be a graduate of a faculty or equivalent institution of higher education of Law, Economics, Political and Administrative Sciences.
- (2) Have worked for a minimum of 3 years at a lower degree.  
 However if there is no one meeting this condition then for at least one year shall be required.
- (3) To be successful in the exams to be held.