

## VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	<b>Linguistic assistant (M/F)</b>
Function group/grade	AST3
Type of contract	Temporary Agent
Reference	EXT/20/63/AST3/Linguistic Assistant (Italian)
Deadline for applications	<b>09/09/2020 24:00 Alicante time (CET)</b>
Place of employment	Alicante, SPAIN
Reserve lists (RL) valid until	31/12/2021
Number of candidates on RL	5

The European Union Intellectual Property Office (EUIPO) is organising a selection procedure in order to constitute one reserve list of 5 successful candidates from which to fill vacant posts of **Linguistic assistants** in the Customer Department.

### 1. BACKGROUND

[25 years of work](#) on IP have consolidated the European Union Intellectual Property Office (EUIPO). It is an independent, self-financed, non-profit European Union (EU) agency responsible for the registration of trade marks and designs in the EU and one of the most technologically advanced and innovative bodies in the world of Intellectual Property (IP). Indeed, new technologies such as Artificial Intelligence or blockchain are now fully embedded in EUIPO's practice in the administration of its unique and unbeatable business proposition: registering and protecting trade marks and designs for the whole of Europe in a cost effective, reliable and timely manner.

The EUIPO has fully embraced the new IP trends in terms of globalisation and emerging importance of enforcement. Since 2013, the Office is responsible for IP research, communication, knowledge sharing and cooperation with enforcement authorities, covering all IPRs, via the European Observatory on Infringements of IP Rights (the Observatory).

The EUIPO does not only operate in Europe, it has now enlarged its footprint to the five continents and is, for example, implementing EU projects on IP in China, South East Asia, Latin America, the Caribbean and Africa.

The [EUIPO](#) enjoys a privileged sea front location in Alicante in a newly inaugurated campus where staff benefit from EUIPO's facilities (such as retail services, sport facilities, etc.). In addition, Alicante has an European School. Since 2008, the Office is committed to reducing its environmental impact through extensive initiatives. Its geographical location in Alicante is well connected, with high speed train connections to many locations and hosting the 4<sup>th</sup> largest airport in the country. The EUIPO offers a unique mix of professional opportunities and quality of life.

The working languages of the Office are English, French, German, Italian and Spanish.

*For further information please consult the following website:*

<https://euipo.europa.eu/ohimportal/en/home>

The Customer Department (CD) is in charge of developing and implementing, in cooperation with all relevant departments, the policies, services and processes intended to improve the customer experience and to further promote a culture of customer service excellence within the Office. It

comprises three Services: Customer Engagement Service (CES), Customer Care Service (CCS) and Business Communications Service (BCS).

The BCS ensures the multilingual consistency and customer focus of the Office's communications in all EU languages, managing all linguistic activities, operations, new technologies applied to linguistics and quality assurance.

The Office seeks to establish one reserve list for the following linguistic profile:

- **Italian linguistic assistant** (proofreader/translation reviser) - 5 candidates on the reserve list.

## 2. DUTIES

Under the direct responsibility of the relevant Head of Service, the successful candidate will be expected to carry out the following tasks in their respective language:

- **Proofreading:** correcting grammar, punctuation and spelling, ensuring the relevant language style is followed, correcting format and layout, highlighting and commenting on passages that could be improved in terms of clarity, checking that headings match text content, ensuring consistency within the document, ensuring the EUIPO's corporate style is respected.
- **Translation revision:** checking translations to ensure they are fit for purpose by comparing the source text against the target text and making corrections, where necessary within the Office's Computer Assisted Translation (CAT) tools.
- **Drafting support:** providing support in drafting documents and business communications.
- **Terminology:** managing the EUIPO's official terminology in order to ensure legal certainty for users in all EU official languages, contributing to the identification of new relevant terms to feed the Office terminology database and glossaries.
- **Quality:** performing quarterly *ex post* quality checks of administrative and intellectual property translations and *ex ante* quality checks of proofreading jobs.
- **Training support:** designing, supporting and providing training modules on linguistic topics and CAT tools as required by the organisation.
- **Administrative tasks:** carrying out tasks related to linguistic workflows, dealing with telephone and email requests, creating jobs in CAT tools, reporting and interacting with linguistic service providers, drafting reports when required.

### Duties applicable to all staff:

- Actively work towards the achievement of the goals of the EUIPO in accordance with the Strategic Plan
- Perform any other work-related duties and responsibilities that may be assigned by the line manager

## 3. ELIGIBILITY CRITERIA

To be admissible for this selection, candidates **must** fulfil **all** the following conditions by the deadline for submission of applications:

### **General conditions<sup>(1)</sup>**

- Be a national of one of the Member States of the European Union<sup>(2)</sup>;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties.

### **Education**

- Have a level of education which corresponds to post-secondary education attested by an officially-recognised diploma,  
OR
- Have a level of education which corresponds to secondary education attested by a diploma giving access to post-secondary education and **appropriate professional experience of at least 3 years.**

### **Professional experience<sup>(3)</sup>**

- Have a minimum of **3 years of full-time relevant professional experience**, from which at least **2 years** in relation to and at the level of the tasks described under 'Duties'.

### **Language skills**

In this selection procedure we will refer to the languages as:

- Language 1: must be Italian (perfect knowledge; level required **C2**). Language used for the test.
- Language 2: must be English (thorough knowledge; minimum level required **C1**). Language used for the interview.

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages.

The tasks of the linguistic assistants specifically relate to proofreading in their Language 1 or revising translations into their Language 1. In the case of translation revision, they will compare the texts with the original versions of the documents, which are drafted principally in English. Recruited successful candidates must offer at least these two languages (Italian, English) as compulsory languages.

### **Computer skills**

Advanced computer literacy is compulsory. Candidates must have extensive professional experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook), databases and internet research.

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<sup>(1)</sup> See Article 12 of the Conditions of Employment of Other Servants of the European Union

<sup>(2)</sup> "In accordance with the Article 127, paragraph 7(c) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (OJ 2019/C 384 I/01)"

<sup>(3)</sup> Professional experience is counted from the date of obtaining the relevant diploma giving access to the function group.

#### 4. SELECTION CRITERIA

In order to select the best qualified candidates (included for the invitation to the interview and test phase), the Office will consider, separately for each reserve list, the following:

- professional experience in the field of linguistic matters, workflow management and/or work experience as a proofreader, translation reviser, copy editor, copywriter, content writer and/or translator;
- professional experience in the use of CAT tools and/or desktop publishing;
- language studies or related fields<sup>4</sup>
- working experience in and/or knowledge of IP matters;
- good knowledge of another language of the EUIPO (other than language 1 and language 2) would be an advantage (minimum level **B2**).

In addition to the above criteria, candidates invited to the interview and test phase will also be assessed against the following requirements.

##### Competencies

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people;
- **Learning and development:** develop and improve personal skills and knowledge of the organisation and its environment;
- **Prioritisation and organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **Quality and results:** take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external);
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment.

#### 5. INTERVIEWS AND WRITTEN TESTS

##### Pre-selection

Admissible candidates whose applications rank among the best qualified in accordance with the selection criteria detailed under point 4 may be contacted in order to verify their language skills (in particular, spoken production in any of the Office working languages declared), as well as to prove their professional experience and/or other skills, knowledge and competencies. This pre-selection contact does not entitle candidates to be invited for interview: it is a step in selecting the most suitable candidates to be invited for interview.

##### Interview

Interviews will take place in Alicante or via videoconference means and given the nature of the duties, will be carried out in English. Other relevant languages as declared in the candidate's application/CV may be assessed in accordance with the levels indicated in this vacancy notice.

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<sup>(4)</sup> Studies of more than 2 years in translation, interpretation, philology and related areas.

The interview will test the candidate's knowledge of matters relating to the duties to be performed (technical knowledge and behavioural competencies), activities of the Office, knowledge of the EU, suitability to perform the tasks to be accomplished and suitability to work in an international environment.

### **Test(s)**

One or several written tests in the language 1 (perfect knowledge) might complete the assessment of one or several of the above aspects. Candidates called for the interview and test phase will receive detailed information with the invitation.

## **6. GENERAL INFORMATION**

For general information on selection and recruitment procedures at the EUIPO, please refer to the following [link](#).

## **7. HOW TO APPLY**

To apply please click on this [link](#).

All the documents included as links or referred to within the context of this notice are considered to be part of the present vacancy notice.

### **Important**

**Candidates should note that the information provided in their application/CV constitutes a basis for appreciation of the eligibility and selection criteria. Therefore, they are invited to read carefully the requirements and to provide the relevant information in such detail that it allows this appreciation. Particular attention should be paid to information on their education and professional experience, in particular exact dates, description of responsibilities, duties performed and tools used.**

*\* If there are discrepancies between the different linguistic versions, the English one should be taken as the correct version*