

## VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	<b>Liaison Officer for EUIPO Brussels Liaison Office (M/F)</b>
Function group/grade	AD 9
Type of contract	Temporary Agent
Reference	EXT/20/30/AD 9/ICLAD
Deadline for applications	<b>27/03/2020 24:00 Alicante time (CET)</b>
Place of employment	Brussels, BELGIUM
Reserve list (RL) valid until	31/12/2020
Number of candidates on RL	3

The European Union Intellectual Property Office (“EUIPO” or “Office”) is organizing a selection procedure in order to constitute a reserve list from which to fill a vacant post of **Liaison Officer for the EUIPO Liaison Office located in Brussels, Belgium.**

### 1. BACKGROUND

The Office was established by Council Regulation (EC) No 40/94 of 20 December 1993 (now Regulation (EU) 2017/1001 of the European Parliament and of the Council of 14 June 2017 on the European Union trade mark (“EUTMR”) as a decentralized agency of the European Union (“EU”) to offer IP rights protection to businesses and innovators across the EU and beyond. Council Regulation (EC) No 6/2002 of 12 December 2001 created the registered Community design which is also managed by the Office, and later, Regulation (EU) No 386/2012 of the European Parliament and of the Council of 19 April 2012 entrusted to the Office the European Observatory on Infringements of Intellectual Property Rights.

Since its foundation in 1994 the Office has been based in Alicante, Spain, where it manages the registration of the EU trade mark and the registered Community design, which are valid throughout the EU. The work at EU level also extends to the convergence of tools and practices in cooperation with the partners in national and regional IP offices throughout the EU member states, users and other institutional partners. Together, these offices constitute the European Union Intellectual Property Network (EUIPN), working jointly to offer users a consistent registration experience, be it at national or at EU level.

The successful candidate will be assigned to the International Cooperation and Legal Affairs Department (ICLAD), International Cooperation Area, Institutional Relations Service (IRS).

The mission of ICLAD is to strengthen the EU IP system via European and international cooperation, external relations with the Office's stakeholders and all legal matters across the Office.

The mission of the IRS is to ensure stakeholder engagement and support a thorough decision making process by managing the institutional relations with EU Institutions, National IP Offices of Member States and relations with User Associations. The IRS is in charge of the secretariat of the Management Board and Budget Committee, the Liaison Meetings as well as event and stakeholder management.

The EUIPO Brussels Liaison Office has an important role in the Office's mission to deliver on the Strategic Plan and foster cooperation for the strengthening of the EU Intellectual Property Network (EUIPN). It ensures the day-to-day follow up of relations with the EU Institutions as well as other EUIPO stakeholders. The Brussels Liaison Office has a pivotal role in ensuring fluid communications and reporting to and from EUIPO. It plays a key role also as an entry point and a physical interlocutor for the EUIPO's relationships with Brussels-based actors.

*For further information please consult the following website:*

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

## 2. DUTIES

Under the authority of the Head of the Institutional Relations Service, the successful candidate will be expected to carry out tasks in the EUIPO Liaison Office in Brussels, in particular, to:

- Represent the EUIPO and its interests before EU Institutions (European Parliament, EU Council, European Commission) and other key stakeholders;
- Promote the mission and objectives of the Office in line with its Strategic Plan and actively contribute to their implementation;
- Provide high level technical expertise, analysis and advice on a wide range of institutional, policy and procedural issues or any subject relating to the areas of responsibilities and competencies of the Office;
- Report on a regular basis on EU legislative and policy issues relevant for the EUIPO;
- Create, maintain and promote positive relations with the European press, media and/or other internal/external stakeholders;
- Coordinate special events with EU institutions;
- Prepare high level reports, speeches, memoranda, presentations, newsletters and press releases;
- Organise workshops, meetings, ceremonies and other events for the purposes of information and/or publicity;
- Manage, coordinate and organise the day-to-day work and activities of the staff assigned to the EUIPO Liaison Office;

### **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** fulfill **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;

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

- 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 **completed University studies** attested by a diploma when the normal period of university education is **four years or more**,

OR

- Have a level of education which corresponds to **completed university studies** attested by a diploma **and appropriate professional experience** of at least one year **when the normal period of university education is at least three years**.

### **Professional experience**

- Have a minimum of **12 years<sup>2</sup> of full-time relevant professional experience**;
- Out of these 12 years, at least **6 years** need to have been acquired **in the area of Intellectual Property (IP)**

### **Language skills**

- Have a thorough knowledge of **English** (minimum level **C1**) – **Language 1**;
- Have a good knowledge of **French** (minimum level **B2**) – **Language 2**.

The levels indicated correspond to the Common European Framework of Reference for 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.

## **4. SELECTION CRITERIA**

In order to select the best qualified candidates for interview and possible test phase, the Office will consider the following as advantages:

- Degree in law;
- Post-graduate studies or specialisation in the area of IP law or related fields;
- Excellent knowledge of EU law and policies, in particular IP legal instruments and regulations;
- Professional experience in an organisation or environment similar to that of the Office;

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<sup>2</sup> Professional experience is counted from the date of obtaining the relevant diploma giving access to the function group. In the case of having a level of education which corresponds to completed university studies when the normal period of university education is at least three years, the appropriate professional experience of one year cannot be included in the professional experience required. In this case, a total of 13 years of professional experience after the award of the three-year diploma is necessary.

- Previous professional experience of at least one year in diplomacy, negotiating, networking and collaborating with high-level stakeholders;
- Proven experience in representing an organisation at high level meetings, conferences and networks;
- Previous experience in international cooperation;
- Excellent drafting skills, in particular drafting texts of strategic, political and legal nature.

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

### **Competencies**

In particular:

- **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; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **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); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances;
- **Leadership:** lead and manage people and teams to achieve results; delegate work in own team appropriately and provide clear directions; inspire enthusiasm and a positive attitude in people about their work and their contribution to EUIPO's success.

## **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 English), 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 and, given the nature of the job, 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.

The interview will test the candidate's knowledge of matters relating to the duties to be performed (technical knowledge and behavioral 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 tests may complete the assessment of one or several of the above aspects. Candidates invited 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 made reference 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/profile 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.*