

## VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	<b>Talent Acquisition Specialist (M/F)</b>
Function group/grade	AD 6
Type of contract	Temporary Agent
Reference	EXT/21/111/AD 6/Talent Acquisition Specialist
Deadline for applications	<b>29/09/2021 23:59 Alicante time (CET)</b>
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	<b>31/12/2023</b>
Number of candidates on RL	<b>15</b>

The European Union Intellectual Property Office (EUIPO) is organising a selection procedure in order to constitute a reserve list from which to fill vacant post(s) of HR Specialist in the area of Talent Acquisition. The Office is looking for highly knowledgeable and capable HR professionals able to identify and cover staffing needs in view of reaching its strategic goals.

### 1. BACKGROUND

#### 1.1 The EUIPO

More than [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 (AI) 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-funded projects on IP in China, South East Asia, Latin America, the Caribbean and Africa.

For now a number of years, EUIPO has strongly spoused solid project management methodologies as the preferred mechanism to implement the change agenda included in successive Strategic Plans, the last of which, SP2025, is currently underway.

EUIPO is a decentralised, self-funded and largest EU Agency to date. In line with Europe's economic development and EUIPO's growing contribution to it, EUIPO's workforce has also increased in breadth and depth, with a greater diversity of profiles (e.g., international cooperation

specialists, AI experts, data analysts, etc.) and overall levels (5% growth in the last 5 years). EUIPO's staff policies constitute a professionally exciting environment, featuring a variety of cutting edge initiatives such as mentoring & coaching programs, career advisory and succession planning capability, internal and external mobility, including to organisations outside the EU and preparedness for AI.

The [EUIPO](#) enjoys a privileged sea front location in Alicante in a recently 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. EUIPO offers a unique mix of professional opportunities and quality of life.

EUIPO is a vibrant, multicultural organisation whose working languages are English, French, German, Italian and Spanish.

*For further information please consult the following website:*

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

## 1.2 The HUMAN RESOURCES DEPARTMENT

The mission of the Human Resources Department is to provide effective human resources management by developing and implementing policies, programs and services that contribute to the attainment of corporate and employee goals. The department recruits, develops and retains a high performing and diverse workforce.

The HRD comprises a **Central Team** directly reporting to the Director and the following three services, each managed by a Head of Service.

The **Welfare Service** is responsible for staff integration and welfare, the Missions Office and the management of the human resources aspects of the Seat agreement, manpower issues related to the Office contracts, as well as, the working relations with the European School of Alicante. The service provides administrative support to the Medical Service and is the contact point for the services of the European Commission responsible for health insurance.

The **Talent and Career Service** is responsible for performance management and learning, trainees, staff satisfaction and career development, the implementation of policies related to career guidance and progression as well as the job mapping of the Office.

The **Staffing and Working Conditions Service** is responsible for the workforce strategy, the human resources components of the Office's Budget, the selection of staff and all issues related to the working relationship between the Office and its staff from recruitment to end of service, internal mobility, entitlements, and succession planning. This service is also the contact point for the services of the European Commission responsible for the preparation of salaries and pensions.

## 2. DUTIES

Under the responsibility of the Head of the Staffing and Working Conditions Service, the successful candidate will be expected to carry out one or more of the following tasks:

- Provide advice, technical expertise and propose strategic solutions to management and staff on HR-related matters, policies and procedures, in particular in the area of selection processes;
- Contribute to the planning and implementation of the talent acquisition strategy by identifying current and future staffing needs and coordinating and carrying out relevant selection procedures in line with the workforce planning, job mapping and competency framework of the Office;
- Assess current processes/procedures and service performance to identify areas where improved efficiency and alignment with business needs are possible, including on simplification, outsourcing and possible use of AI and new technologies;
- Contribute to establishing and executing the selection and recruitment plan in accordance with the Establishment Plan, the Strategic Plan and needs of the Office;
- Provide technical support to job and units design through examination of job demands;
- Plan and conduct selection procedures (internal and external) for officials, temporary and contract staff;
- Participate as Chairperson or HR representative in Selection Committees;
- Ensure the implementation of the Staff Regulations, CEOS and relevant implementing rules in the area of responsibility;
- Liaise with the Staff Committee contributing to an effective and positive social dialogue, in particular as regards staffing issues, as appropriate;
- Prepare analyses and reports ensuring data is accurate and up-to-date, maintain statistics in the area of responsibility;
- Contribute to the drafting of human resources policies, initiatives and EUIPO strategic documents and ensure their implementation;
- Draft communications to staff, management and other stakeholders on HR initiatives;
- Handle complex and confidential files;

#### **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:

#### **3.1 General conditions<sup>1</sup>**

- **Be a national of one of the Member States of the European Union;**
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws on military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties.

#### **3.2 Education**

- Have a level of education which corresponds to completed **university studies of at least 3 years** attested by a diploma.

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

### **3.3 Professional experience**

- Have a minimum of **3 years of full-time relevant professional experience**<sup>2</sup> in relation with and at the level of the tasks described under “Duties”.

### **3.4 Language skills**

- Have a **thorough knowledge of English (minimum level C1) – Language 1**;
- Have a **good knowledge** of one of the official languages of the EU (**minimum level B2) – Language 2**<sup>3</sup>.

The levels indicated correspond to the [Common European Framework of Reference for Languages](#).

### **3.5 Computer skills**

- Advanced computer literacy is compulsory. Candidates must have extensive practical experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook, MS project), databases (at user level) and Internet research.

## **4. SELECTION CRITERIA**

Notwithstanding the required experience established under point 3 of the present vacancy notice (eligibility criteria), and in particular under point 3.3, the Office will use the following criteria in order to select the best qualified candidates for the interview and test phase:

1. Professional experience in selection processes, gained in organisation’s departments in charge of Human Resources and preferably within international environments;
2. Experience in identifying and/or implementing new technologies and latest assessment tools in the area of candidates’ selection and evaluation;
3. Experience in drafting concepts, notes and preparing reports and presentations for senior management in the area of selection;
4. Knowledge of EU laws or equivalent regulations, policies, institutional framework and procedures related to Human Resources;
5. Experience with state-of-the-art HR tools, including enterprise resource planning systems (ERP);
6. University or post-graduate degree in a relevant area (e.g. Human Resources, Business Administration, or a related field).

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:** identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work co-operatively 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;

<sup>2</sup> Professional experience is counted from the date of obtaining the diploma required under point 3.2.

<sup>3</sup> This language needs to be different from Language 1.

- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **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;
- **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;
- **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 virtually 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.

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.

Candidates called for the interview will be requested to produce appropriate professional references prior to attending the interview.

### Test(s)

One or several tests will 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 AND EMPLOYMENT CONDITIONS

For general information on selection and recruitment procedures at the EUIPO as well as employment conditions, 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 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*