

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	IP Specialist (M/F)
Function group/grade	AD 6
Type of contract	Temporary Agent
Reference	EXT/21/69/AD 6/IP Specialist
Deadline for applications	19/05/2021 23:59 Alicante time (CET)
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2023
Number of candidates on RL	60

The European Union Intellectual Property Office (EUIPO) is organizing a selection procedure in order to constitute a reserve list from which to fill vacant post(s) of **Specialist(s) in the field of Intellectual Property (IP)**.

1. BACKGROUND

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 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 4th 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>

2. DUTIES

The successful candidates will be expected to carry out any of the following tasks within the field of Intellectual Property with the use of AI-enabled tools for IP asset management:

- Draft decisions on substance, such as absolute grounds, opposition, cancellation of trade marks and RCD invalidity proceedings;
- Contribute to horizontal activities including User Focus, Performance, Quality & Expansion of knowledge;
- Dealing with appeal files and drafting appeal decisions for the five Boards and the Grand Board in all trade mark and design matters;
- Participating in the Boards of Appeal Effective Dispute Resolution processes, including Alternative Dispute Resolution;
- Assist in research and analysis of the Boards and the European Courts case law;
- Participate in internal networks with related legal and core business programmes;
- Provide legal advice and assistance to the departments and staff members in support of all activities of the Office related to IP rights;
- Act as legal representative of the EUIPO before the EU Court of Justice;
- Provide legal support to the convergence of IP practices with National Offices and other European and International cooperation activities;
- Perform activities relating to the European Observatory on Infringements of IP Rights, including on copyright;
- Analyse, prepare and draft complex legal texts and policy papers, such as Office Guidelines or within the context of litigation and enforcement of IP rights;
- Train and coach new staff on the job;
- Coordinate, monitor and supervise staff;
- Provide input in drafting process cards, work instructions, notes, external and internal guidelines;
- Contribute to the application of AI and AI best practices in the field of IP.

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 conditions¹

- **Be a national of one of the Member States of the European Union**²;
- 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;

¹ See Article 12 of the Conditions of Employment of Other Servants of the European Union

² "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)"

- Be physically fit to perform the duties.

Education

- Have a level of education that corresponds to **completed university studies of at least three years** attested by a Law degree or equivalent³.

Professional experience

- Have a minimum of **3 years of full-time relevant professional experience**⁴ in relation with and at the level of the tasks described under “Duties”, that means in the area of IP.

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**⁵.

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

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

In order to select the best qualified candidates, the Office will consider the following:

- Post-graduate studies in IP and/or specialisation in intellectual property rights;
- Proven experience in working in a multicultural environment;
- A thorough knowledge of one of the following languages of the European Union - Danish, Dutch, German, Hungarian, Irish, Swedish - at minimum level C1 according to the Common European Framework of Reference for Languages – Language 3;
- Proven knowledge of emerging technologies such as Artificial Intelligence and blockchain in the field of IP.

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**: 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;

³ Any degree that entitles the candidate to access practical training or courses necessary for bar registration shall be considered equivalent to a law degree.

⁴ Professional experience is counted from the date of obtaining the corresponding diploma.

⁵ This language needs to be different from Language 1.

- **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;
- **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 be conducted 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.

Interviews might take place during the months of June/July 2021, therefore interested candidates are invited to factor this in and make appropriate arrangements if invited.

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 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*