

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Brussels Liaison Officer
Function group/grade	AD 6
Type of contract	Temporary Agent
Reference	EXT/23/27/AD6/ICD - Brussels Liaison Officer
Deadline for applications	14/03/2023 23:59 Alicante time (CET)
Place of employment	Brussels, BELGIUM
Reserve list (RL) valid until	31/12/2024
Number of candidates on RL	5

The European Union Intellectual Property Office (EUIPO) is organising a selection procedure in order to constitute a reserve list from which to fill a vacant post of **Brussels Liaison Officer**. The ensuing reserve list may also be used for recruitment to similar posts in other departments depending on the EUIPO's needs.

1. BACKGROUND

THE EUIPO

More than 25 years of work on IP have consolidated the European Union Intellectual Property Office (EUIPO) as the 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 organisations 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 4th largest airport in the country.

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 our [website](#) and our corporate [video](#).

2. DUTIES

Under the supervision of the Director of the Institutional and Cooperation Department, the successful candidate will be expected to carry out one or more of the following tasks:

- **Stakeholders' management:**
 - represent the EUIPO and foster strong cooperation with the EU Institutions, particularly with the European Parliament, Committee of the Regions and the European Economic and Social Committee;
 - foster cooperation with European Commission (and in particular to further develop the relation with DG GROW, as well other relevant Commission services), Council of the European Union;
 - develop and maintain working relation and cooperation with Intellectual Property attachés of Permanent Representations of Member States and third countries in Brussels;
 - identify and promote synergies with new key players in the Brussels-based stakeholders' sphere with the aim to elevate EUIPO visibility;
 - develop fruitful relations with interest groups present in Brussels, including those representing IP industries, businesses in general, and consumers;
 - ensure exchange of information with EUIPO staff (including staff seconded in Brussels);
 - 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;
 - support policy negotiations in industrial property area (in particular in the area of designs and on Geographical Indications as well as other legislative amendments relating to industrial property such as patent-related issues or any other issues related to EUIPO), and IP enforcement;
 - act as liaison with relevant stakeholders in relation to EU funded projects, notably DG INTPA or FPI or DG TRADE in the European Commission as well as the European External Action Service (EEAS).

- **Public relation and communication management:** in close cooperation with Communication Service (CS), facilitate and support the following communication activities:
 - events, workshops, expert groups, seminars, conferences, campaigns and high-level meetings with stakeholders;
 - regular monitor of EU Institutional information, report on existing social media of interest to EUIPO and identify any opportunities to strengthen EUIPO communication actions among Brussels based key players;

- promotional campaigns on different legislative proposals on industrial property matters in view of increasing the visibility the IP system and the benefits of the EU Citizens;
 - awareness raising of the Office mission, activities, capabilities among institutional actors and different groups of Brussels based stakeholders;
 - design, develop and implement an outreach plan to existing and new institutional stakeholders in view of enhancing the Office institutional relations;
 - prepare high level reports, speeches, memoranda, presentations, newsletters and press releases etc.
- **Monitor and report:** on a regular basis and timely manner on EU legislative and political initiatives relevant for the EUIPO and on any relevant information related to the activities in Brussels, assess the relevant risks and possibilities.

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:

3.1 General conditions¹

- **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 concerning 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 three years** attested by a diploma.

3.3 Professional experience

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

3.4 Language skills

- Have a **thorough knowledge of English** (minimum level **C1**) – **Language 1**;

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

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

- Have a **good knowledge of one of the official languages of the EU** (minimum level **B2**) – **Language 2**³;

The levels indicated apply to each linguistic ability (speaking, writing, reading and listening) and correspond to the [Common European Framework of Reference for Languages](#).

3.5 Computer skills

Advanced computer literacy is compulsory. Candidates must have professional experience with Microsoft Office applications such as MS Word and PowerPoint, and Internet search engines.

4. SELECTION CRITERIA

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

1. Proven knowledge and/or professional experience in the field of Intellectual Property (IP), in particular in relation to Geographical Indications (GIs), and/ or designs, and/or patents, trade marks;
2. Proven experience in diplomacy, negotiating, networking and collaborating with external stakeholders;
3. Experience representing an organisation at high-level meetings, conferences, and networks;
4. Excellent knowledge of EU decision making processes, acquired via dedicated professional experience;
5. Excellent drafting skills in English proven by demonstrated professional experience in drafting complex (such as 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

- **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;

³This language needs to be different from Language 1.

- **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:** potentially 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 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 and test: it is a step in selecting the most suitable candidates to be invited for the afore mentioned phase.

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 motivation, suitability and knowledge of matters relating to the duties to be performed and the selection criteria established in the vacancy notice (technical knowledge and behavioral competencies).

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 in the invitation.

6. GENERAL INFORMATION AND EMPLOYMENT CONDITIONS

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.*