EUIPO
EUROPEAN UNION
INTELLECTUAL PROPERTY OFFICE

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	**Action Manager**
Type of contract	Temporary Agent
Function group/grade	AD 5
Reference	EXT/26/36/AD 5/Action Manager
Deadline for applications	**25/06/2026 23:59h Alicante time (CET)**
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2027
Number of candidates on RL	35

The European Union Intellectual Property Office (EUIPO) is organising a selection procedure in order to constitute a reserve list from which to fill vacant posts of **Action Manager**. The ensuing reserve list will be used progressively for recruitment in different departments depending on the EUIPO's needs.

1. BACKGROUND

With over **30 years of experience**, the European Union Intellectual Property Office (EUIPO) is an independent, self-financed, non-profit European Union (EU) agency entrusted with granting unitary intellectual property rights (IPR), including EU trade marks, designs and geographical indications (GIs) for craft and industrial products.

Together with the intellectual property (IP) offices of the EU Member States, gathered in the European Union Intellectual Property Network, the EUIPO plays a key role within the European IP and innovation ecosystem. Recognised as one of the most technologically advanced and innovative organisations in the world of IP, the EUIPO is a leading organisation, committed to continuous innovation by integrating data-driven solutions and adopting cutting-edge technologies. Its efforts aim to streamline high-value IP services to citizens and businesses in an efficient and effective manner.

The EUIPO has fully embraced 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 operate solely in Europe: it has expanded its reach across all five continents and is implementing EU projects on IP in China, Southeast Asia, Latin America, the Caribbean and Africa, reflecting its commitment to global IP excellence.

Located in Alicante, the **EUIPO** boasts a privileged seafront campus where staff enjoy world-class facilities, including catering services, sports amenities, and more. Alicante is a vibrant, well-connected city, featuring high-speed train connections and Spain's 5th largest airport, ensuring seamless travel possibilities. The Office operates in a dynamic, multilingual environment, with

English, French, German, Italian and Spanish as its working languages, reflecting its international scope. In addition, the city is also home to a European School offering four language sections (English, French, German and Spanish) making it an ideal destination for professionals and their families.

Since 2008, the Office is engaged to reducing its environmental impact through extensive initiatives. Dedication to sustainability is a core aspect of our operations, reinforcing our broader commitment to social responsibility.

The **EUIPO is an equal opportunities employer**, committed to building a diverse and culturally inclusive workplace. As part of our Equal Opportunities Programme, we seek diverse talent from all backgrounds to join our teams, and we encourage our staff to bring their authentic selves to work. We therefore encourage applications from all qualified candidates, irrespective of gender, age, nationality, disability, race, sexual orientation, ethnicity, beliefs, or other characteristics.

Join the EUIPO, where professional opportunities and quality of life converge, and be part of an organisation that is shaping the future of IP.

*For further information, please consult our **website**, our corporate **video** **and** **EUIPO's Strategic Plan 2030**.*

2. DUTIES

Under the supervision of the relevant Director/Deputy Director/Head of Service, the successful candidates will be responsible for the full lifecycle of a Strategic Action from planning and implementation to reporting and closure. Each Action contributes to one or more Workstreams within the Organisational Enablers: namely people, technology and work environment, financial and administrative sustainability, network engagement or Priority Impact Areas: namely customer and quality, awareness and education, promotion of innovation, inclusive IP landscape, enforcement, IP alliances[1].

The Action Manager ensures that the Action remains strategically justified, operationally sound, and aligned with the Office's mission and KPIs (Key Performance Indicators). The duties may include the following:

- maintain the Action's business justification throughout its duration, ensuring constant alignment with the Office's strategy;
- pro-actively manage all aspects of the Action through the established corporate governance and methodologies (e.g. budgeting, budget control and reporting for the Action, annual planning and reporting cycles, project management tools, etc.) including the identification, review, and prioritisation of Business Cases (BCs);
- manage day-to-day activities of the Action, coordinating across departments and stakeholders;
- ensure timely delivery of outputs and milestones as defined in the BC;

[1] EUIPO's Strategic Plan 2030

- advise on and propose relevant measurements for the successful achievement of the relevant actions and deliverables through KPIs. Ensure regular and accurate reporting through collaboration with KPI owners linked to the Action;
- report monthly in the dedicated system (task planning, risk register, etc.);
- provide human and financial resource data to the Talent Management and Financial Management and Control Departments, ensuring accurate Budget Execution Reporting;
- liaise with Authorising Financial Officers and Budget Line Owners for resource validation and budget alignment, ensuring compliance with tolerance thresholds and initiate exception requests when needed;
- contribute to awareness-raising and communication activities, events and actions;
- use emerging technology tools, such as AI, to automate repetitive tasks and optimise workflows;
- prepare Action closure documentation and lessons learnt reports, as well as other written materials as 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:

3.1 General conditions[2]

- 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 that corresponds to completed university studies of at least three years attested by a degree related to the duties above.

3.3 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[3];

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

[2] See Article 12 of the Conditions of Employment of Other Servants of the European Union.
[3] This language needs to be different from Language 1.

3.4 Digital and data literacy skills

- have excellent digital and data literacy skills;
- have hands-on experience with computer applications such as Microsoft 365, collaborative and remote working tools, document management systems and online search tools.

4. SELECTION CRITERIA

Notwithstanding the requirements 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. Experience[4] spanning at least some of the duties outlined in point 2 above of this vacancy notice;
2. Studies (e.g., a master, diploma, postgraduate degree or certificate) in the scope of the job profile, ideally in the domain of project management, organisational studies, or business management; recent studies would be considered an additional advantage;
3. Knowledge of state-of-the-art project management (PM) tools and/or methodologies;
4. Good knowledge of and demonstrated interest in multiannual Strategic Planning processes and frameworks;
5. Exposure to international and multicultural environments;
6. Proven knowledge of the EU institutions and agencies' landscape (including in the area of EUIPO mandate and tasks);
7. A thorough knowledge of one of the following languages of the European Union: Croatian, Czech, Dutch, Finnish, French, German, Hungarian, Italian, Polish, Portuguese, Romanian, Slovenian, Swedish (at minimum level C1 according to the Common European Framework of Reference for Languages).

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 and build consensus to achieve results;
- **analysis and problem-solving:** identify the critical facts in complex issues and develop creative and practical solutions;
- **working together:** work cooperatively in teams and across organisational boundaries, respecting the differences between people;
- **continuous learning and development**: develop and improve personal skills and knowledge of the organisation applying lessons learnt;
- **prioritisation and organisation**: work flexibly and organise own workload efficiently, anticipating and prioritising the most important tasks;
- **quality and results:** take personal responsibility and initiative for delivering work to a high standard of quality within set procedures;

[4] Professional experience is counted from the date of obtaining the corresponding diploma as referred to in point 3.2.

- **resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment;
- **leadership:** lead and manage people and teams to achieve results.

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 university degree 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 the afore mentioned phase.

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.

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 behavioural competencies).

Test(s)
One or several tests will complete the assessment of one or several of the above aspects. Test(s) will be held remotely. 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 as well as employment conditions, please refer to the following **link**.

Candidates who wish to discuss any accessibility requirements related to the recruitment process or this role are invited to contact candidatures.external@euipo.europa.eu, where appropriate support will be provided.

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 (if any), in particular exact dates, description of responsibilities, duties performed, and tools used.

** If there are discrepancies between the different linguistic versions, the English original version prevails.*