

CALL FOR APPLICATIONS
(pursuant to Article 29 1,b) of the Staff Regulations)

"Excellence Through People"

The EUIPO considers requests for transfer received from Officials from other EU institutions. This position will provide opportunities for learning, professional and career development in the best interest of the service and of the concerned Official, in view of optimally serving the strategic goals of the Office.

Reference: **VE/18/280/AD/HRD**

Post Title: **Entitlements Administrator**

Job Profile: **HR Specialist**

Function Group and Grade: **AD 6-8**

Type of post: **Administrator as defined in Annex I section A of the Staff Regulations**

Department: **Human Resources Department - Entitlements and Staff Welfare Service**

Reports to: **Head of Service**

BACKGROUND

The Human Resources Department is responsible for all activities and operations related to Human Resources and Staff policy.

The Entitlements and Staff Welfare Service is responsible for all matters related to the working relationship between the Office and its staff from recruitment to end of service, entitlements, staff integration and welfare as well as the management of the HR aspects of the seat agreement and missions. It also serves as the contact point with the European Commission regarding the preparation of salaries, pensions and health insurance matters.

This Service is looking for a dynamic, organized and client oriented colleague to join the team and provide expertise in the field of entitlements. The selected candidate will work under the direct supervision of the Head of Service and will be responsible for a variety of HR processes. Experienced members of the team will provide handover support.

DUTIES & RESPONSIBILITIES

The successful candidate, under the supervision of the Head of Service, will be part of a team responsible for carrying out the following tasks:

- Support the management through coordination of HR activities related to recruitment, taking up employment, entitlements, benefits and welfare, including improvements of existing forms and procedures;
- Advise staff and management on the application of EC Staff Regulations (in particular rights and obligations, working conditions, emoluments (in particular pensions) and

social security for Officials and Other Servants of the EU);

- Draft notes, provide briefings and senior level advisory on HR services;
- Coordinate the work of the team and ensure efficiency and effectiveness of services delivery;
- Handle financial files when necessary;
- Coordinate HR events in relation to recruitment and new staff induction;
- Monitor the progress, update and delivery of programmes/projects, produce reports and propose corrective actions where needed.

Duties applicable to all staff

- Actively work towards the achievement of the goals of the EUIPO in accordance with the Office's Strategic Plan;
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

QUALIFICATIONS, EXPERIENCE AND LANGUAGES

Required:

- Professional experience related to the above mentioned duties and responsibilities;
- At least 2 years professional experience in Human Resources acquired in an EU Institution or Agency, in particular in the field of entitlements and/or pensions rights;
- Extensive professional experience in working and interpreting EU rules and regulations such as the EU Staff Regulations;
- Good drafting skills;
- Skilled in MS Office applications (Outlook, Word, Excel, PowerPoint).

Languages:

- Thorough knowledge of English at minimum level C1 is compulsory;
- Working knowledge of another Official language of the Office (DE, ES, FR and IT) at minimum level B2 is desirable.

The levels of languages are according to the Common European Framework of References for Languages.

Desired:

- Professional experience in handling financial files;
- Good knowledge of SAP ERP at user level.

CORPORATE 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;

Learning and Development: develop and improve personal skills and knowledge of the organisation and its environment;

Prioritisation and Organisation: ability to prioritise the most important tasks, work flexibly and organise own workload efficiently;

Resilience: remain effective under work pressure, be flexible and adapt to a changing work environment;

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).

Leadership: Lead 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.

WHO MAY APPLY AND HOW

The Office applies a policy of equal opportunity.

Candidates must be Officials of an EU Institution as defined in Article 1a of the Staff Regulations, in the function group Administrator and grade range 6-8. The successful candidate will remain in their current function group and grade.

The candidate should apply by sending a CV and motivation letter by e-mail to the mailbox mentioned below, **clearly indicating** the **EU institution currently employed at**, **their personal number**, **statutory link**, **function group and grade**.

SUBMISSION OF APPLICATIONS

Deadline for applications: **20/02/2018**

A detailed **curriculum vitae** AND **motivation letter** have to be sent to: internal.vacancies@euiipo.europa.eu, indicating the reference number **Ref: VE/18/280/AD/HRD** as the email subject.