

**CALL FOR EXPRESSIONS OF INTEREST  
FOR CONTRACT STAFF**

**EUIPO/CAST/1/16  
for the following profiles:**

- 1. INTELLECTUAL PROPERTY SUPPORT – Function Group III (FGIII)**
- 2. ADMINISTRATIVE SUPPORT – Function Group III (FGIII)**
- 3. INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SUPPORT – Function Group III (FGIII)**
- 4. INTELLECTUAL PROPERTY SPECIALIST – Function group IV (FGIV)**
- 5. ADVISER / SPECIALIST – Function Group IV (FGIV)**
- 6. INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SPECIALIST – Function Group IV (FGIV)**

*Deadline for registration: 21 December 2016 at 12.00 (midday), Brussels time*

The European Union Intellectual Property Office (EUIPO) is launching a selection procedure to set up a database of candidates from which to recruit contract agents. The selection procedure will be organised with the technical support of the European Personnel Selection Office (EPSO).

The database will be used by EUIPO to fill posts based mainly in Alicante, Spain.

The terms of employment of these staff members will be those laid down in the Conditions of Employment of Other Servants of the European Union (CEOS), for contract staff under Article 3a thereof. For the full text of this document, please refer to <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF> (chapter IV, p. 215).

Posts will cover the required needs of the Office over the period 2017-2019. Contracts will be concluded for an initial period of up to five years and may be renewed not more than once for a further fixed period of not more than five years.

**You may apply to one function group and one profile only:**

**Function Group III (FGIII):**

- **INTELLECTUAL PROPERTY SUPPORT – Function Group III (FGIII)**
- **ADMINISTRATIVE SUPPORT – Function Group III (FGIII)**
- **INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SUPPORT – Function Group III (FGIII)**

**Function Group IV (FGIV):**

- **INTELLECTUAL PROPERTY SPECIALIST – Function group IV (FGIV)**
- **ADVISER / SPECIALIST – Function Group IV (FGIV)**
- **INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SPECIALIST – Function Group IV (FGIV)**

We draw your attention to the fact that Calls for expression of interest for contract staff typically attract a large number of highly qualified candidates. Furthermore, for this specific Call, only a

limited number of candidates registered in the database will be shortlisted, tested, interviewed and, finally, offered a job.

### **WHAT TASKS CAN I EXPECT TO PERFORM?**

Under the supervision of an official or member of the temporary staff, the contract staff member will carry out tasks in the field of Intellectual Property.

#### **Profiles sought:**

#### **FGIII – Intellectual property support**

Provide support to activities relating to the protection of European Union trade marks (EUTM) and registered Community designs (RCD) and intellectual property in general.

By way of example, the duties may include: support with examination of all aspects relating to EUTM and RCD applications and registrations, support to activities relating to intellectual property rights in general including the implementation of cooperation and convergence projects as well as enforcement and IP infringements.

Experience in the field of intellectual property is obligatory, particularly in technical tasks relating to trade mark and design application and registration. These duties require the ability to provide administrative and technical support in addition to a very good knowledge of standard office software.

#### **FGIII – Administrative support**

Provide administrative support, including document management, internal and external communication, financial operations, logistic needs, information provision and external relations activities including the organisation of meetings and events.

By way of example, the duties may include: support with the organisation of selection procedures/interviews; administrative matters relating to individual rights and benefits; processing and validating payments and reimbursements; preparation of commitments, financial planning and reporting; preparation and follow-up of calls for tender; revision of texts; organisation of meetings, events or travel; Provision of first line information to users and management of complaints; Handling relations with the Press, communication agencies and clients; Provision of content development (substance and aspect) for online and printed communications materials; Drafting (speeches, articles, newsletters, press releases), audio visual tasks, including video recording, audio recording, photography and webcasting; Participation in activities related to ISO certifications, in particular maintenance of quality tools, collecting and treating data and updating of scorecard indicators and data.

Experience in one or other of the above-mentioned support areas is obligatory. These duties require the ability to provide administrative and technical support in addition to a very good knowledge of office software.

#### **FGIII – Information technology/project management support**

Provide support in a broad range of tasks related to IT, project/programme management.

By way of example, the duties may include: Production of business analysis documentation and deliverables (project briefs, high level requirements, SRS, Test Scenarios, etc.); Provision of technical expertise to address systems maintenance and upgrade and/or for the development or configuration of software and most common ERPs and/or for hardware management and/or for IT

architecture management; Assistance with project management (production of project documentation such as planning or reports); Assistance with the definition and implementation of projects as well as coordination of stakeholders, participation in functional working groups.

Experience in one or other of the above-mentioned specified areas is necessary. These duties require also the ability to provide administrative and technical support in addition to a very good knowledge of office software.

#### **FG IV – Intellectual property specialist**

Participate in activities related to the protection of European Union trade marks (EUTM) and registered Community designs (RCD) and intellectual property in general including enforcement and IP infringements; contribute to cooperation and harmonisation measures with the national intellectual property offices in the European Union.

By way of example, the duties may include: handling all aspects of EUTM and RCD applications and registrations; providing legal advice and settlement of disputes, collecting, analysing and disseminating information and data on intellectual property rights.

Experience in the field of intellectual property is obligatory. These duties require the ability to work in an international/multicultural environment, rapid self-starting capability and experience in team working.

#### **FG IV – Adviser/specialist**

Take on advisory/specialist and technical tasks supporting conceptual and/or analytical and/or managerial functions in support areas of the Office.

By way of example, the duties may include: Provision of legal assistance and expertise in matters such as the Staff Regulations, public procurement, access to documents, data protection, institutional issues, etc.; Draft policy documents and manage relationship with local stakeholders. Provision of advice on development and implementation of assistance programmes or collaboration initiatives undertaken by EUIPO in an international context; Collection, analysis, reporting and dissemination of data on broad geographical areas; Advise, train, give conferences, develop online learning tools on subjects (related to economy, EU law, etc.) applicable to intellectual property; Draw up reports and publications; Advise on customer behaviours and related economic aspects; Creation, development and facilitation of stakeholder networks (users, experts, academics, universities, civil society, national authorities, etc.) and developing programmes for the provision of assistance to third countries.

Experience in one or other of the above-mentioned specified areas is necessary. These duties require the ability to work in an international/multicultural environment, rapid self-starting capability and experience in team working.

#### **FG IV – Information technology/project management specialist**

Analyse, develop and evaluate complex systems, provide the expertise for integration of specific software or ERPs in complex environments. Provision of the expertise, tools and methodologies to enable projects/programmes to be successful

By way of example, the duties may include: Advising project and programme managers in relation to any aspects of project technology; Knowledge and implementation of “best practices” and innovation programmes in the area of business information technology; Provision of technical expertise to reduce complexity in IT infrastructure and better manage technologies; Design/implementation of activities to address systems upgrade including security issues; Provide

IT solutions. Defining and implementing projects or programmes, management of projects or programmes resources; Business analysis of requirements; Planning and execution according to rules and financial framework; Coordination of stakeholders; Quality, performance and risk management;

These duties require skills in IT engineering or equivalent as well as leadership capability, experience of managing multiple parties and excellent communication and reporting skills. Project management certification would be desirable. Very good knowledge of office software including project management tools is necessary.

## AM I ELIGIBLE TO APPLY?

You must meet ALL of the following conditions when you validate your application:

General conditions	<ul style="list-style-type: none"> <li>• Enjoy full rights as a citizen of a Member State of the EU</li> <li>• Meet any obligations under national laws on military service</li> <li>• Meet the character requirements for the duties concerned</li> </ul>
Specific conditions: languages	<ul style="list-style-type: none"> <li>• Language 1: minimum level - C1 in one of the 24 official EU languages</li> <li>• Language 2: minimum level - B2 in English, French, German, Italian or Spanish; must be different from language 1</li> </ul> <p><i>The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croat), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).</i></p> <p>Candidates are informed that the second language options in the selection procedure have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions and/or agencies could be severely impaired.</p> <p>Council Regulation (EC) No 207/2009 of 26 February 2009 on the European Union trade mark as last amended by Regulation (EU) 2015/2424 of the European Parliament and of the Council of 16 December 2015 established the European Union Intellectual Property Office, which is independent in relation to technical matters and has legal, administrative and financial autonomy.</p> <p>Article 119(2) of the Regulation No 207/2009 lays down the Office's specific language arrangements: the languages of the Office are English, French, German, Italian and Spanish.</p> <p><i>For details on language levels, see the Common European Framework of Reference for Languages</i>  <a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">(<a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>)</a></p>
Specific conditions: qualifications & work experience	<p><b>For FGIII :</b></p> <ul style="list-style-type: none"> <li>• Post-secondary education attested by a diploma and appropriate professional experience of one year following award of the diploma, or</li> <li>• Secondary education, attested by a diploma giving access to post-secondary</li> </ul>

	<p>education, and appropriate professional experience of four years following award of the diploma.</p> <p><b><i>For FGIV :</i></b></p> <ul style="list-style-type: none"> <li>• Completed university studies of at least three years attested by a diploma and at least three years of appropriate professional experience following award of the diploma.</li> </ul> <p>Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration. In the latter case, the EUIPO reserves the right to request proof of such equivalence.</p>
--	--

## HOW WILL I BE SELECTED?

The selection procedure includes the following stages:

- 1) *Recruiting services search the database of registered candidates*
- 2) *Pre-selection: reasoning tests*
- 3) *Competency test*
- 4) *Job interview*
- 5) *Recruitment*

We draw your attention to the fact that inclusion in the database is not a guarantee that you will be offered a job. To qualify for a job offer you need to fulfil the eligibility requirements and have successfully completed the first 4 stages described above.

### 1) *Recruiting services search the database of registered candidates*

As needs arise, the recruiting services (EUIPO) will search the database and shortlist a limited number of candidates who, based on the information in their applications, best match the job requirements in question.

### 2) *Pre-selection: reasoning tests*

If shortlisted, you will receive an invitation to sit a series of reasoning tests. The tests will most probably be held on EUIPO premises in Alicante.<sup>1</sup>

In order to pass the pre-selection phase, you must obtain the minimum pass mark as indicated in the table below.

Please note that once you have succeeded the reasoning tests, the results will be recorded and remain valid. You will not have to re-sit the tests. Your results will remain valid for 18 months from the date of the tests.

If you do not obtain the minimum pass mark required in order to succeed in the tests, the recruiting services will not be able to invite you to sit the tests again until a period of 6 months has expired.

---

<sup>1</sup> EUIPO will make a partial contribution to candidates' travel expenses in line with the applicable reimbursement rules in place at the time. The rules will be sent to all shortlisted candidates.

The reasoning tests will consist of a series of sub-tests to measure the candidate's reasoning abilities, as set out in the table below. The reasoning tests will be computer-based multiple choice tests. Candidates will take these tests in their second language.

Test Format		Time allowed for test	Language of test	Maximum number of points	Minimum score required	
					FG III	FG IV
<b>Sub-test a)</b>	Verbal reasoning skills (multiple choice test)	18 minutes	Candidate's second language (L2)	10	5/10	6/10
<b>Sub-test b)</b>	Numerical reasoning skills (multiple choice test)	10 minutes	Candidate's second language (L2)	5	The aggregated minimum score for test b and c is 8/15	The aggregated minimum score for test b and c is 9/15
<b>Sub-test c)</b>	Abstract reasoning (multiple choice test)	10 minutes	Candidate's second language (L2)	10		

### **3) Competency test**

Candidates will sit a competency test in order to assess their **knowledge in the relevant field**. Candidates must take this test in one of the five working languages of the EUIPO, defined by the Office, according to the specific job profile required. The test may be computer-based or paper-based or a practical test.

Test Format	Time allowed for test	Language of test	Maximum number of points	Minimum score required
Test in the chosen field	45 minutes	EN or FR or DE or IT or ES	50	25

The competency test will most probably be held on EUIPO premises in Alicante.<sup>2</sup>

### **4) Job interview**

The interview will test the general abilities of the candidate as well as the competencies in the relevant field.

The interview will be conducted in one of the five working languages of EUIPO (EN, FR, DE, IT or ES) defined by the Office according to the specific job profile required. At this stage, language 1 of the candidate may also be examined. The interview will most probably be held on EUIPO premises in Alicante.<sup>3</sup>

<sup>2</sup> EUIPO will make a partial contribution to candidates' travel expenses in line with the applicable reimbursement rules in place at the time. The rules will be sent to all shortlisted candidates.

<sup>3</sup> EUIPO will make a partial contribution to candidates' travel expenses in line with the applicable reimbursement rules in place at the time. The rules will be sent to all shortlisted candidates.

## 5) Recruitment

If you comply with all the eligibility criteria and you are successful in the pre-selection tests, competency test and in the interview, you may receive a formal employment offer.

Before recruitment, you will be asked to provide the originals of the supporting documents and certificates to check the information in your application and confirm your eligibility. If at any stage in the procedure it is established that the information provided is false, you will be disqualified and your name will be removed from the database.

## HOW, WHEN AND WHERE CAN I APPLY?

You must apply [online \(http://europa.eu/epso/apply/jobs/index\\_en.htm\)](http://europa.eu/epso/apply/jobs/index_en.htm) via your [EPSO Account \(https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en\)](https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en) and choose the reference corresponding to the profile and function group, as indicated below. You must fill in the application form in English, French, German, Italian or Spanish. All candidates who respond to the call will be registered in the database which will remain valid for 1 year with the possibility of prolongation.

- INTELLECTUAL PROPERTY SUPPORT – Function Group III (FGIII)
- ADMINISTRATIVE SUPPORT – Function Group III (FGIII)
- INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SUPPORT – Function Group III (FGIII)
- INTELLECTUAL PROPERTY SPECIALIST – Function group IV (FGIV)
- ADVISER / SPECIALIST – Function Group IV (FGIV)
- INFORMATION TECHNOLOGY/PROJECT MANAGEMENT SPECIALIST – Function Group IV (FGIV)

The entries in talent screener tabs will not be used to rank or eliminate candidates but rather as complementary information to determine a match between the requirements of the post and qualifications and experience of candidates.

*Please note that in this Call, once you have validated your application, you will no longer be able to make any changes. The data entered are processed by EPSO to provide assistance to EUIPO with the organisation of the selection procedure.*

*Deadline for validating the application 21/12/2016, 12:00 (noon) Brussels time*

## HOW WILL EUIPO COMMUNICATE WITH ME?

For all phases of the procedure, communication will be by email. The five working languages of EUIPO (English, French, German, Italian and Spanish) will be used for the invitations to the selection tests and interview and for any correspondence between candidates and EUIPO.

Candidates will be contacted via the email declared in their EPSO account. **It is up to candidates to consult their email inbox (not their EPSO account) at regular intervals to check the information relevant to their application.**

Candidates may contact EUIPO at the following email address:  
[contractagentselection@euiipo.europa.eu](mailto:contractagentselection@euiipo.europa.eu).

**EUIPO will only contact those candidates who are shortlisted and invited to sit a series of reasoning tests.**

## **HOW CAN I ASK FOR REVIEW/ FILE AN APPEAL PROCEDURE?**

### **1. REQUESTS FOR REVIEW**

In case of technical issues preventing the candidate from registering, EPSO must be informed immediately on the same day via the online form on EPSO website.

As far as the content of the reasoning tests and/or competency test is concerned, the requests for corrective measures must be made as soon as possible, at latest within 10 calendar days of the date of your test by email to [contractagentselection@euiipo.europa.eu](mailto:contractagentselection@euiipo.europa.eu).

In the request the candidate must provide their candidate number, the information necessary to identify the nature of the alleged error and the reasons why they believe that a review is necessary.

**Requests received after the deadline or which are not clear enough to identify the alleged error will not be taken into account.**

### **2. APPEALS**

Please note that for an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, EUIPO is the relevant authority (Authority Authorised to Conclude Contracts) and therefore all such claims should be addressed

Either by post to:  
EUIPO  
Avenida de Europa, 4  
E-03008 Alicante  
Spain

Or by email to:  
[contractagentselection@euiipo.europa.eu](mailto:contractagentselection@euiipo.europa.eu)

If your complaint is rejected explicitly or tacitly (after expiration of a period of 4 months from the date on which the complaint under Article 90(2) was lodged), you may submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the European Union Civil Service Tribunal at:  
[http://curia.europa.eu/jcms/jcms/T5\\_5230](http://curia.europa.eu/jcms/jcms/T5_5230).

## **GROUNDINGS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS**

EPSO and EUIPO take great care to see that the principle of equal treatment is observed. Consequently, if at any stage in the procedure EPSO or EUIPO finds that you have created

more than one EPSO account, made more than one application for this selection procedure or that you have made any false declarations, you will be disqualified.

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the institutions/agencies must show themselves to be of the highest possible integrity.

1.	If you have a disability or a condition that might pose difficulties for you when taking the test, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the test, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	<p>Send either a medical certificate or a certificate attesting your disability issued by a recognised body (whichever is appropriate) as soon as possible after validating your online application. These supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable.</p> <p>Requests and supporting documents should be sent:</p> <p>either by e-mail to: <a href="mailto:contractagentsselection@euipo.europa.eu">contractagentsselection@euipo.europa.eu</a></p> <p>or by post to:</p> <p>EUIPO Human Resources Department (Contract agent selection) Avenida de Europa, 4 E-03008 Alicante Spain</p>