

# Job Title: IP COOPERATION SPECIALIST



HUMAN RESOURCES  
DEPARTMENT

## CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS (SNE)<sup>[1]</sup>

Reference	<b>EUIPO/SNE/2020/01/ICLAD</b>
Job title	<b>IP Cooperation Specialist/Expert (M/F)</b>
Department/Service	<b>International Cooperation and Legal Affairs Department</b>
Type of engagement	<b>Seconded National Expert (SNE)</b>
Deadline for applications	<b>10/07/2020 - 23:59 Alicante time (CET)</b>
Place of employment	<b>Alicante, SPAIN</b>
Foreseen start date	<b>As soon as possible</b>

### 1. BACKGROUND

The European Union Intellectual Property Office (EUIPO) (originally known as the Office for Harmonization in the Internal Market (OHIM)) was created as a decentralised agency of the European Union to offer IP rights protection to businesses and innovators across the EU and beyond. The Office is based in Alicante, Spain, since 1994, where it manages the registration of the EU Trade Marks (EUTMs) and Registered Community Designs (RCDs), valid throughout the European Union. However, the work of the Office at EU level also extends to the harmonization of registration practices and the development of common tools, in cooperation with its partners in national and regional IP offices throughout the European Union, user associations and other institutional partners.

The EUIPO also hosts the European Observatory on Infringements of Intellectual Property Rights. Entrusted to the Office in June 2012, the Observatory brings public and private stakeholders together in the fight against piracy and counterfeiting. For the EUIPO, this has meant becoming an active participant in the next stage of the intellectual property lifecycle: helping to secure the results of creativity and innovation after trade mark registration.

#### Aim of the SNE Programme

Under the provisions of the amended Trade Mark Regulation, international cooperation on IP is now one of the core activities of the Office. The Office and its partners continue to work in an ever closer cooperation through the European Union Intellectual Property Network in an effort to establish a more consistent, coherent and transparent IP system.

In this context, the programme for seconded national experts (SNEs) supports the exchange of best practices, the development of skills and underpins projects such as integration of third countries in cooperation tools or participation in convergence projects. EUIPO considers the placement of SNEs from national IP offices particularly advantageous for all the parties involved, in order to strengthen the cohesion of the EUIPN and the establishment of a level playing field on IP internationally.

Around 65 SNEs from 31 different nationalities from EU Member States, EU candidates, EU potential candidates, EFTA and non-European Territory are today present at the EUIPO. The core business departments of the Office still represents the main target for the placement of SNEs (The Observatory, Operations Department, International Cooperation and Legal Affairs Department, Boards of Appeal and Customer Department).

For further information on the EUIPO please consult the following website: <https://euipo.europa.eu/ohimportal/en/home>

## 2. DUTIES

The **International Cooperation and Legal Affairs Department (ICLAD)**'s mission is to strengthen the EU IP system via European and international cooperation, external relations with the Office's stakeholders and all legal matters across the Office. ICLAD is managed by a Director and comprises two areas, each one operating under the responsibility of a Deputy Director and comprising five services, each managed by a Head of Service.

The mission of the **Institutional Relations Service (IRS)** is to ensure stakeholder engagement and to support thorough decision making process by managing the institutional relations with EU Institutions, National IP Offices of Member States and relations with User Associations. The IRS is in charge of the secretariat of the Management Board and Budget Committee, the Liaison Meetings as well as event and stakeholder management.

The SNE will be working in the Institutional Relations Service, under the supervision of the Head of Service. He/she will mostly be responsible for projects/ events/ initiatives related to National IP Offices, EU Institutions and other IP organisations at the EU level; however the duties might change during the course of the secondment according to the evolving needs of the team and/or Service.

Main duties and responsibilities:

- Support the management for a complete range of IP – related cooperation programmes/ projects/ initiatives and stakeholder management operations related to EUIPO networks, both within its EU and International dimensions. Contribute to the establishment and promotion of relations with the relevant stakeholders and authorities on European level;
- Contribute to all related activities and events according to the rules and financial framework;
- Liaise with other departments concerning communication actions and activities relating to stakeholders of the relevant network(s);
- Draft communications and reports for internal and external stakeholders notably those of the European Union IP Network (EUIPN), Observatory and EU Institutions;
- Act as a multidisciplinary and multicultural stakeholder account manager for specific or groups of stakeholders of EUIPO in accordance with the defined stakeholder relationship strategy;
- Contribute to the qualitative and quantitative analysis on stakeholders' issues, so as to ensure Office improvement programmes to address queries, suggestions, incidents and complaints;
- Perform any other work-related duties and responsibilities that may be assigned by the line manager;
- Actively work towards the achievement of the goals of the EUIPO in accordance with the Office's Strategic Plan.

In addition to the above duties, the expert will perform any other work related duties and responsibilities that may be assigned by the line manager.

## 3. REQUIREMENTS

### Education

- University degree;  
or
- post-secondary education;  
or

- secondary education giving access to post-secondary education and appropriate professional experience.

### **Professional experience**

- Possess at least 3 years of professional experience relevant to the duties to be carried out during the secondment.

### **Further experience/knowledge/competencies desired**

- Experience in international cooperation, communication, marketing, stakeholder relationship management, customer services or similar activities where interaction with customers was a key component;
- Capability to address and interact with external stakeholders and show customer orientation;
- Skilled in computer applications such as MS Office package (Word, Excel, PowerPoint, MS Project);
- Knowledge of/experience with Project Management methodology (Prince2) and tools (e.g. Clarity) used at EUIPO or similar qualifications and software knowledge;
- Knowledge of/experience with the EUIPO policies, processes and tools, in particular international or European Union cooperation project management and/or stakeholder management and stakeholder strategies;

### **Language skills**

- Very good knowledge of **English** (minimum level C1<sup>2</sup> is required);
- Good working knowledge (minimum level B2) of **any other language of the European Union**, especially one of the official languages of the Office<sup>3</sup>, will constitute an advantage.

### **Corporate competencies (applicable to all EUIPO's positions)**

- **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.

## **4. SELECTION PROCEDURE**

All applications will be assessed against the requirements indicated in the present notice. The best qualified candidate(s) will be required to undergo an interview with the hiring department. Due to the nature of the duties, the interview will be held in English and will test candidates' knowledge, experience and competences related to the duties to be performed and suitability to work in an international environment. Knowledge of other relevant languages indicated in this notice may be also verified during the interview.

## **5. HOW TO APPLY**

Applications must arrive within the above indicated deadline and must be submitted through the EUIPO online e-recruiting tool which can be accessed via [this link](#). They shall include a motivation letter and a detailed curriculum vitae.

## **6. APPOINTMENT AND CONDITIONS OF SECONDMENT**

The successful candidate(s) may be offered an agreement on secondment in accordance with the EUIPO's budgetary situation and needs.

The procedure with the National Office or Authority of the Member State concerned or the employer will be initiated by means of an agreement if such agreement is not place. Please note that the consent of the National Office or Authority is indispensable for the secondment to proceed. EUIPO encourages candidates to consider discussing with those responsible within their National Office or Authority of the Member State a secondment at EUIPO as a potential avenue for career development.

- Secondments to the EUIPO are governed by the rules laid down in Decision No MB 16-13 of the Management Board of the EUIPO which can be accessed [here](#)
- The initial period of secondment may not be less than 1 year or more than 2 years and can be renewed up to a maximum of 4 years on a full-time basis. Exceptionally, a further extension of the secondment for a maximum of two additional years is possible at the end of the four-year period.
- Throughout the period of secondment, the national expert will remain employed by his/her current employer and continue to be employed by the same employer throughout the period of secondment. Secondment is not equivalent to employment, nor does it lead to employment by the EUIPO.
- EUIPO is not responsible for the health coverage for the SNE and his/her family. Throughout the period of secondment, the national expert will remain subject to the National Health system applicable to that employer.
- The SNE is entitled, throughout the period of secondment, to various subsistence allowances and a flat-rate payment to cover the travel expenses at the beginning/end of the period of secondment. The National Office will continue to pay the SNE's salary throughout the period of secondment.

## 7. DATA PROTECTION

The protection of personal is defined by the "[Regulation \(EU\) No 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and the free movement of such data". It repeals Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

All personal data collected will only be used for this purpose and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

For further information, please consult the Privacy Statement.

For any further information, please contact the mailbox:

[NationalExperts@euipo.europa.eu](mailto:NationalExperts@euipo.europa.eu)

[1] SNEs are staff temporarily on secondment to the EUIPO under agreements for the exchange of staff between the Office and any central intellectual property office; or any local, regional, national public administration or institution; or any public intergovernmental organisation (IGO). The entities referred to shall be established in or have as a member:

a) any Member State of the European Union (EU Member State); or any European Free Trade Area (EFTA) country; or any candidate country to the European Union;

b) any other country than the ones referred to in a) ("third countries").

SNEs from third countries shall be seconded at the Office upon conclusion of a bilateral agreement between the experts' employer and the Office.

Exceptionally and where justified by the interest of the Office, the Executive Director of the EUIPO may authorise the secondment of an SNE by an employer that does not meet the above conditions.

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

[3] The EUIPO's languages are: English, French, German, Italian, and Spanish.

Avenida de Europa, 4 • E - 03008 Alicante • Spain

Tel. +34 96 513 9100 • Fax +34 96 513 9857

Internet: <http://euipo.europa.eu> • e-mail: [Nationalexerts@euipo.europa.eu](mailto:Nationalexerts@euipo.europa.eu)