

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

OHIM/CAST/15/2015

**Intellectual property officer – Function Group III (FGIII)
Intellectual property expert – Function Group IV (FGIV)**

***Deadline for registration:
21 December 2015, 12:00 Brussels time***

The Office for Harmonization in the Internal Market (OHIM) 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 technical support from the European Personnel Selection Office (EPSO).

The database will be used exclusively by OHIM to fill posts based 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 2016-2019. 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 only:

**Intellectual property officer – Function Group III (FGIII)
Intellectual property expert – 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 - IP officer

Provide support to activities relating to the protection of Community trade marks (CTM) 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 CTM and RCD applications and registrations, support to activities relating to intellectual property rights in general including the implementation of cooperation and convergence projects.

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.

FG IV - IP expert

Participate in activities related to the protection of Community trademarks (CTM) and registered Community designs (RCD) and intellectual property in general; 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 CTM 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.

AM I ELIGIBLE TO APPLY?

The European Institutions and agencies apply an equal opportunities policy and accept applications without distinction on grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status, family situation or sexual orientation.

On the date of validation of your application, you must meet ALL of the following conditions:

General conditions	<ul style="list-style-type: none"> • Be a citizen of a Member State of the EU • Meet any obligations under national laws on military service • Meet the character requirements for the duties concerned • Be physically fit to perform the required duties
Specific conditions: languages	<ul style="list-style-type: none"> • Language 1: minimum level - C1 in one of the 24 official EU languages • Language 2: minimum level - B2 in English, French, German, Italian or Spanish; must be different from language 1 <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 40/94 of 20 December 1993 on the Community trade mark, as amended and codified by Council Regulation (EC) No 207/2009 of 26 February 2009 on the Community trade mark, established the Office for Harmonization in the Internal Market (Trade Marks and Designs), which is independent in relation to technical matters and has legal, administrative and financial autonomy.</p> <p>Article 119(2) of that Regulation lays down the Office's specific language arrangements: the languages of the Office are Spanish, English, French, German and Italian.</p> <p><i>For details on language levels, see the Common European Framework of Reference for Languages</i> (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)</p>
<p>Specific conditions: qualifications & work experience</p>	<p><i>For FGIII :</i></p> <ul style="list-style-type: none"> • Post-secondary education attested by a diploma and appropriate professional experience of one year, or • Secondary education, attested by a diploma giving access to post-secondary education, and appropriate professional experience of four years. <p><i>For FGIV :</i></p> <ul style="list-style-type: none"> • Completed university studies of at least three years attested by a diploma and at least three years of appropriate professional experience. <p>On the closing date for applications, diplomas obtained outside the European Union must have been approved by the competent national authority of a Member State.</p>

Candidates will not be able to change their choice of languages once they have validated their online application form.

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 ability 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 be eligible 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 (OHIM) 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 ability tests*

If shortlisted, you will receive an invitation to sit a series of reasoning ability tests. The tests will most probably be held on OHIM premises in Alicante.

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 ability tests, the results will be recorded and remain valid. You will not have to resit the tests.

The reasoning ability 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 ability 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
Sub-test a)	Verbal reasoning skills (multiple choice test)	18 minutes	Candidate's second language (L2)	10	5/10	6/10
Sub-test 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
Sub-test c)	Abstract reasoning skills (multiple choice test)	10 minutes	Candidate's second language (L2)	10		

With their prior agreement (to be stated in the reply to the invitation for tests), candidates who apply for function group FG IV who do not obtain the required pass mark will be reclassified in function group III, provided that they obtain the pass mark for function group III. Candidates who do not reach the minimum required pass mark will fail.

3) Competency test

Candidates will sit a competency test in order to assess their **knowledge in the field of intellectual property**. Candidates must take this test in one of the five working languages of OHIM, 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	ES or EN or FR or DE or IT	50	25

The competency test will most probably be held on OHIM premises in Alicante.

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 OHIM. The interview will most probably be held on OHIM premises in Alicante.

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) via your EPSO Account (<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.

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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 OHIM with the organisation of the selection procedure.

Deadline for validating the application 21/12/2015, 12:00 (noon) Brussels time

HOW WILL OHIM COMMUNICATE WITH ME?

For all phases of the procedure, communication will be by email. The five working languages of OHIM (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 OHIM.

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 OHIM at the following email address: contractagentsselection@oami.europa.eu.

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 ability 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 contractagentsselection@oami.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, OHIM is the relevant authority (Authority Authorised to Conclude Contracts) and therefore all such claims should be addressed

Either by post to:

OHIM
Avenida de Europa, 4
E-03008 Alicante
Spain

Or by email to:

contractagentsselection@oami.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.

GROUNDINGS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS

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

WHAT IF I NEED SPECIAL ARRANGEMENTS DUE TO A DISABILITY?

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.	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. Requests and supporting documents should be sent: either by e-mail to: contractagentsselection@oami.europa.eu or by post to: OHIM Human Resources Department (Contract agent selection) Avenida de Europa, 4 E-03008 Alicante Spain