

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Director of the Observatory Department (M/F)
Function group/grade	AD 10
Type of contract	Temporary Agent
Reference	EXT/23/08/AD 10/OBD
Deadline for applications	08/02/2023 23:59 Alicante time (CET)
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2024
Number of candidates on RL	3

The European Union Intellectual Property Office (“EUIPO” or “Office”) is organizing a selection procedure in order to constitute a reserve list from which to fill a vacant post of **Director**¹ assigned to the **Observatory Department** (OBD) of the EUIPO.

1. BACKGROUND

The Office was established by Council Regulation (EC) No 40/94 of 20 December 1993 (now Regulation (EU) 2017/1001 of the European Parliament and of the Council of 14 June 2017 on the European Union trade mark (“EUTMR”) as a decentralized agency of the European Union (“EU”) to offer IP rights protection to businesses and innovators across the EU and beyond. Council Regulation (EC) No 6/2002 of 12 December 2001 created the registered Community design which is also managed by the Office, and later, Regulation (EU) No 386/2012 of the European Parliament and of the Council of 19 April 2012 entrusted to the Office the [European Observatory on Infringements of Intellectual Property Rights](#).

Since its foundation in 1994 the Office has been based in Alicante, Spain, where it manages the registration of the EU trade mark and the registered Community design, which are valid throughout the EU. The work at EU level also extends to the convergence of tools and practices in cooperation with the partners in national and regional IP offices throughout the EU member states, users and other institutional partners. Together, these offices constitute the European Union Intellectual Property Network (EUIPN), working jointly to offer users a consistent registration experience, be it at national or at EU level.

Observatory Department (OBD)

A Director is responsible for the OBD. The Director is assisted by a Deputy Director and four Heads of Service, one of whom is also the Chief Economist.

The OBD is responsible for all the activities related to the European Observatory on Infringements of Intellectual Property Rights (re Regulation 386/2012) and any further tasks that EU legislation attributes to it.

¹ This post is a middle management position subject to the applicable legal framework (Decision No [MB-20-05](#)).

The Economics and Statistics Service, managed by the Chief Economist of the Office is responsible for all activities related to economic studies and statistical analysis. The Chief Economist operates under the direct authority of the Director.

The Operations and Projects Area, managed by a Deputy Director, comprises three services, each managed by a Head of Service.

- The Enforcement Service is responsible for the organisation of all projects and activities related to enforcement, including cooperation, training and tools.
- The Outreach and Knowledge of IP Service is responsible for awareness and education projects and activities, as well as, relations with stakeholders and events.
- The IP in the Digital World Service is responsible for aspects related to the use of IP in the digital environment, including cooperation with intermediaries and copyright issues. It also includes activities for the judiciary, as well as specific studies and international activities of the Observatory.

For further information please consult the Office's website:

<https://euiipo.europa.eu/ohimportal/en/home>

2. DUTIES

The Office management structure is central to talent management. Managers are responsible for charting new courses of action, driving change and achieving operational priorities as well as the management and development of staff.

The role of middle managers is key to the good running of the Office. Middle managers work in close cooperation and alignment with top management ensuring successful implementation of the Office's strategy and objectives, in particular as embodied in the EUIPO's Strategic Plan.

Under the authority of the Executive Director of the EUIPO, the selected candidate will be expected to provide leadership and guidance to the Department in accomplishing its strategic goals and objectives and, in particular, to:

- Ensure the achievement of the Department's and Office's goals laid out in its Strategic Plan with regards the implementation of the Observatory activities and projects;
- Provide strategic leadership pursuant to best practice adapted to the operational environment of the Department and Office;
- Develop and execute the Department strategy in order to attain the goals set in the Office's Strategic Plan and Work Programme;
- Account for the timely progress and successful implementation of the Department's and Office's activities, programmes and projects;
- Report regularly to the top management of the Office, and where required to its governing bodies; establish and monitor appropriate systems for measuring performance against established quality and production indicators;
- Lead the management of human resources within the OBD, setting individual and team objectives, allocating tasks and targets, ensuring that the expected quantitative and qualitative outputs are delivered as well as supporting staff development;

- Ensure sound management and execution of the budget assigned to the OBD;
- Foster networks of collaboration and engagement with external partners and relevant stakeholders, positioning the Office as a centre of excellence and expertise on IP enforcement within the IP community and the system of EU agencies and organisations;
- Represent the Office where required, in different types of high-level events and cooperation networks, and build up stakeholder engagement on enforcement matters;
- Oversee the effective communication with all OBD stakeholders;
- Lead communication campaigns in the area of IP and counterfeiting;
- Lead the analysis of the impact of Intellectual Property Rights (IPRs) on the EU economy and individual firms as well as the quantification of IPR infringement;
- Lead efforts to raise awareness in the area of IP enforcement and counterfeiting within EU institutions and other stakeholders;
- Consolidate the OBD contribution to better enforcement in the digital environment and the role of the new IP and the Digital world service within the OBD in this regard;
- Build strong engagement with internet intermediaries and actors; establish and maintain contacts of such intermediaries in OBD;
- Steer initiatives intended to identify and address opportunities to enhance IP enforcement effectiveness within the EU;
- Lead the design and development of knowledge building initiatives addressing judges, prosecutors and other enforcement authorities;
- Coordinate high level analyses on legal issues related to IP enforcement within the EU and in third countries;

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 Executive Director.

3. ELIGIBILITY CRITERIA

To be admissible for this selection, candidates **must** fulfill **all** the following conditions by the deadline for submission of applications:

General conditions²

- 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.

Education

- Have a level of education which corresponds to **completed University studies** attested by a diploma when the normal period of university education is **four years or more**,

² See Article 12 of the Conditions of Employment of Other Servants of the European Union.

OR

- Have a level of education which corresponds to **completed university studies** attested by a diploma **and appropriate professional experience** of at least one year **when the normal period of university education is at least three years.**

Professional experience

- In addition to the professional experience required in the previous point, have a minimum of **12 years³ of full-time relevant professional experience;**

Out of these 12 years⁴:

- at least **10 years** in the area of IP, and primarily in enforcement;
- at least **5 years** leading efforts in IP awareness raising and communication campaigns;
- at least **5 years** acquired **as a manager** of an organization with transnational scope.

Language skills

- Have a thorough knowledge of English (minimum level C1) – Language 1⁵;
- Have a good knowledge of one of the official languages of the EU (minimum level B2) – Language 2⁶.

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

Core competencies required to apply for a middle management post⁷:

- **General management skills** including:
 - the ability to set and revise objectives for the department within the overall strategic framework and priorities of the Agency;
 - the ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the department and department members' objectives set, in cooperation with them;
 - the ability to organise, assign and manage the department's work among the members of the department and to set them challenging but realistic objectives;
 - the ability to empower members of the department while ensuring that they understand what is expected of them and how their work contributes to the department's objectives;
 - the ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the department's objectives;
 - the ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;
 - the ability to develop and support career development and learning opportunities for the members of the team;

³ Professional experience is counted from the date of obtaining the relevant diploma giving access to the function group. In the case of having a level of education which corresponds to completed university studies when the normal period of university education is at least three years, the appropriate professional experience of one year cannot be included in the professional experience required. In this case, a total of 13 years of professional experience after the award of the three-year diploma is necessary.

⁴ The periods of professional experience the area of IP, in IP enforcement, in leading efforts in IP awareness raising and communication campaigns and experience as a manager may overlap.

⁵ The common language for interaction with EUIPO stakeholders is English. In addition, most of the meetings and events at international level are held in English. Therefore, for this specific position, a high command of oral and written English is required.

⁶ Language 1 and 2 need to be different.

⁷ These competencies will be tested throughout the whole selection process and in particular, during the assessment centre phase.

- **Communication:**
 - the ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
 - the ability to solicit inputs from and listen to staff, partners, and stakeholders;
- **Interpersonal skills:**
 - the ability to deal with people effectively, respectfully and courteously;
 - the ability to build productive and cooperative working relationships with hierarchy and other units and colleagues;
- **Negotiation skills:**
 - the ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

4. SELECTION CRITERIA

In order to select the best qualified candidates to be invited to the pre-assessment phase test(s) and interview with the Selection Committee, the Office will consider the following:

- Demonstrated experience in designing initiatives and steering the adoption of documents, analyses and studies of strategic and conceptual nature;
- Thorough understanding of and/or experience in financial and human resources management;
- Excellent knowledge and experience in leading the conception, coordination and implementation of awareness raising campaigns and publications related to IP and counterfeiting and/or in the area of enforcement of IP rights;
- Very good knowledge and/or experience in dealing with EU decision making processes;
- Proven track record in managing relations and building networks with stakeholders in the area of enforcement of IP rights, in particular with EU Institutions;
- Solid experience in leading the organization and/or participation, representation and chairing of high-level meetings / conferences / events;
- Thorough knowledge of any other language of the Office (minimum level C1) apart from the languages mentioned under point 3 – Language 3 and further.

5. SELECTION PROCESS

Pre-assessment phase

A Selection Committee appointed by the authority authorised to conclude contracts of employment (AACC)⁸ will conduct a preliminary assessment. The work and deliberations of the Selection Committee are confidential and applicants are strictly forbidden to make contact with its members.

During this phase, all applications received will be screened to verify their compliance with the eligibility criteria established under point 3 of the present vacancy notice.

⁸ The AACC powers are exercised by the Executive Director of the EUIPO.

All eligible applications will then be further assessed against the selection criteria indicated under point 4 of this vacancy notice with a view to establishing a list of the best qualified candidates to be invited for an interview with the Selection Committee.

The interview will take place either remotely or at EUIPO premises in Alicante, Spain and, given the nature of the job, will be conducted in English. It will test candidates' motivation, technical knowledge, competencies and experience in relation to the duties to be performed as well as the suitability to work in an international environment.

One or several tests will complete the assessment of the candidates invited for the interview during this pre-assessment phase.

Candidates invited for the interview and test phase will receive detailed instructions and information at the time of the invitation.

Following the interview and test phase, the Selection Committee will draw up a list of the most suitable candidates that it proposes to invite for an assessment centre and an interview with the Executive Director and two managers of the EUIPO.

Assessment centre

The assessment centre shall evaluate candidates' potential and provide an in-depth analysis of candidates' suitability to exercise a middle management role, in particular their managerial skills, adaptability and other core competencies such as those indicated in point 3 of the vacancy notice.

It shall comprise individual and/or group exercises as well as in-depth interviews. These tests will be carried out by an external provider.

Candidates invited to the assessment centre will receive detailed instructions and information at the time of the invitation.

The results of the assessment centre are not binding but will provide the AACC with an overview on the candidates' profile, in particular their strengths, weaknesses, development needs, career path and aspirations.

Interview with the Executive Director and two managers

All candidates invited to the assessment centre will also be invited to an interview with the Executive Director of the EUIPO.

The Executive Director will be accompanied by two members of a grade and management function equal or superior to that of the function to be filled.

The interview will typically take place at the EUIPO premises in Alicante, Spain and will be carried out in English.

It will constitute the last step in the selection process.

The AACC will then decide on the candidates to be placed on the reserve list.

6. GENERAL INFORMATION AND EMPLOYMENT CONDITIONS

For general information on selection and recruitment procedures at the EUIPO as well as employment conditions, please refer to the following [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.

7. HOW TO APPLY

To apply please read carefully the information referred in the above section and click on this [link](#).

Important:

Candidates should note that the information provided in their application/CV 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 for this appreciation. Particular attention should be paid to information on their education and professional experience, in particular exact dates, description of responsibilities, duties performed and tools used.

** If there are discrepancies between the different linguistic versions, the English one should be taken as the correct version.*