

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Communication Specialist (M/F)
Function group/grade	AD 6
Type of contract	Temporary Agent
Reference	EXT/23/11/AD6/CS - Communication Specialist
Deadline for applications	16/02/2023 23:59 Alicante time (CET)
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2024
Number of candidates on RL	10

The European Union Intellectual Property Office (EUIPO) is organising a selection procedure in order to constitute a reserve list from which to fill a vacant post of **Communication Specialist in the Communication Service (CS)**. The service is in charge of corporate reputation, media relations, social media and web communications.

1. BACKGROUND

1.1 The EUIPO

More than [25 years of work](#) on IP have consolidated [the European Union Intellectual Property Office \(EUIPO\)](#) as the independent, self-financed, non-profit European Union agency responsible for the registration of trade marks and designs in the EU and one of the most technologically advanced and innovative organisations in the world of intellectual property.

Since 2013, the Office is responsible for intellectual property research, communication, knowledge sharing and cooperation with enforcement authorities, covering all intellectual property rights, via the European Observatory on Infringements of intellectual property Rights (the Observatory).

The EUIPO does not only operate in Europe, it has now enlarged its footprint to the five continents and is, for example, implementing EU projects on intellectual property in China, South East Asia, Latin America, the Caribbean and Africa.

The EUIPO enjoys a privileged sea front location in [Alicante](#) in a newly inaugurated campus where staff benefit from EUIPO's facilities (such as retail services, sport facilities, etc.). In addition, Alicante has an European School. Its geographical location in Alicante is well connected, with high-speed train connections to many locations and hosting the 4th largest airport in the country.

The working languages of the Office are English, French, German, Italian and Spanish.

[More information](#)

1.2 The Communication Service

The Communication Service (CS) is responsible for all activities and operations related to the management of communication strategies as well as the execution of both internal and external communications, for the alignment of the EUIPO corporate identity across all activities of the Office.

2. DUTIES

Under the direct responsibility of the Head of Service, the selected candidate will be expected to carry out the following tasks:

- Provide technical expertise and support to senior management in the area of strategic communication, including writing and editing speeches and other high level communications;
- Prepare, draft and revise written communication materials such as articles, news items, opinion pieces, forewords, and copy work in general;
- Ensure editorial coordination of social media channels and platforms, as well as producing social media contents;
- Support media relations, including preparing and editing press releases, talking points, interviews and media briefings;
- Support production of multimedia deliverables, particularly scripts;
- Devise and implement communication campaigns both digital and offline with an emphasis on content marketing;

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 line manager.

3. ELIGIBILITY CRITERIA

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

3.1 General conditions¹

- **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.

¹ See Article 12 of the Conditions of Employment of Other Servants of the European Union

3.2 Education

- Have a level of education which corresponds to **completed University studies of at least three years** attested by a diploma.

3.3 Professional experience/knowledge²

- Have a minimum of **3 years of full-time relevant professional experience** in relation with and at the level of the tasks described under “Duties”;

3.4 Language skills

- Have a **thorough** knowledge of **English (minimum level C1) – Language 1**;
- Have a **good knowledge** of one of the official languages of the EU (**minimum level B2) – Language 2³**.

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

3.5 Computer skills

- Advanced computer literacy is compulsory. Candidates must have extensive professional experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook), databases and Internet research.

4. SELECTION CRITERIA

In order to select the best qualified candidates for interview and possible test phase, the Office will consider the following:

1. At least 6 years of professional experience in the Communication field in relation to the tasks described under “Duties”;
2. Experience working in multicultural environments;
3. Professional experience in the design and implementation of communication strategies and actions and advising high management in the field of strategic communications;
4. University or post-graduate degree in a relevant area (e.g. Journalism, Public Relations, Marketing, Communication, or a related field);
5. Previous experience in working within the EU Institutions, agencies or bodies in the area of duties;
6. Experience in the use of latest (state-of-the-art) strategies, tools and technologies in the area of communication.

In addition to the above criteria, candidates invited to the interview and test phase will also be assessed against the following requirements:

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;

² Professional experience is counted from the date of obtaining the diploma required under point 3.2.

³ This language needs to be different from Language 1.

- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **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); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances;
- **Leadership:** lead and manage 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.

5. INTERVIEWS AND TESTS

Pre-selection

Admissible candidates whose applications rank among the best qualified in accordance with the selection criteria detailed under point 4, may be contacted in order to verify their language skills (in particular, oral production in English), as well as to prove their professional experience and/or other skills, knowledge and competencies. This pre-selection contact does not entitle candidates to be invited for interview: it is a step in selecting the most suitable candidates to be invited for interview.

Interview

Interviews will be conducted virtually and, given the nature of the duties, will be carried out in English. Other relevant languages as declared in the candidate's application/CV may be assessed in accordance with the levels indicated in this vacancy notice.

The interview will test the candidate's knowledge of matters relating to the duties to be performed (technical knowledge and behavioural competencies), activities of the Office, knowledge of the EU, suitability to perform the tasks to be accomplished and suitability to work in an international environment.

Candidates called for the interview will be requested to produce appropriate professional references prior to attending the interview.

Test(s)

One or several tests will complete the assessment of one or several of the above aspects. Candidates called for the interview and test phase will receive detailed information with the invitation.

6. GENERAL INFORMATION

For general information on selection and recruitment procedures at the EUIPO, please refer to the following [link](#).

7. HOW TO APPLY

To apply please click on this [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.

Important:

Candidates should note that the information provided in their application/CV/profile 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 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*