

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS

OHIM/AD/01/13 — ADMINISTRATORS (AD 6)

and

OHIM/AST/02/13 — ASSISTANTS (AST 3)

IN THE FIELD OF INTELLECTUAL PROPERTY

(2013/C 317 A/01)

The European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, on behalf of the Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM), with a view to constituting a reserve list from which to recruit administrators (*) and assistants (*).

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts at the OHIM in Alicante (Spain).

Before applying, you should carefully read the Guide to open competitions published in Official Journal of the European Union C 270 A of 7 September 2012 and on the EPSO website.

That guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.

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(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

I. GENERAL BACKGROUND

Number of successful candidates sought per competition	OHIM/AD/01/13 = 40 OHIM/AST/02/13 = 60
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II. DUTIES

The specific profiles sought are described in the annexes.

III. ELIGIBILITY

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- You must be a citizen of one of the Member States of the European Union.
- You must enjoy your full rights as a citizen.
- You must have fulfilled any obligations imposed on you by the laws on military service.
- You must meet the character requirements for the duties involved.

2. Specific conditions

2.1	Qualifications See point 2 of the annexes.
2.2	Professional experience See point 3 of the annexes.
2.3	Knowledge of languages ⁽¹⁾ In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, <i>Italy v Commission</i> , the EU institutions wish to state the reasons for limiting the choice of the second language in this competition to a small number of official EU languages. Candidates are therefore informed that the second language options in this competition 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 could be severely impaired. 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. Article 119(2) of that Regulation lays down the Office's specific language arrangements: the languages of the Office are English, French, German, Italian and Spanish. Article 97 of Council Regulation (EC) No 6/2002 of 12 December 2001 on Community trade marks and designs also confirms the use of these languages as languages of proceedings before the Office. Candidates are therefore informed that the second language options in this competition have been defined in line with these Regulations and the resulting interests of the service. To ensure equal treatment for all candidates, everyone must take some tests in their <u>second</u> language, chosen from among these five (DE/EN/ES/FR/IT). Assessing specific competencies in this way allows the OHIM to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job. None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 45(2) of the Staff Regulations.

⁽¹⁾ Please see the Common European Framework of Reference (CEFR) for Languages — minimum level required: Language 1 = C1, Language 2 = B2
(<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>).

	<p>The official languages of the European Union are:</p> <table> <tr> <td>BG (Bulgarian)</td> <td>FI (Finnish)</td> <td>MT (Maltese)</td> </tr> <tr> <td>CS (Czech)</td> <td>FR (French)</td> <td>NL (Dutch)</td> </tr> <tr> <td>DA (Danish)</td> <td>GA (Irish)</td> <td>PL (Polish)</td> </tr> <tr> <td>DE (German)</td> <td>HR (Croatian)</td> <td>PT (Portuguese)</td> </tr> <tr> <td>EL (Greek)</td> <td>HU (Hungarian)</td> <td>RO (Romanian)</td> </tr> <tr> <td>EN (English)</td> <td>IT (Italian)</td> <td>SK (Slovak)</td> </tr> <tr> <td>ES (Spanish)</td> <td>LT (Lithuanian)</td> <td>SL (Slovenian)</td> </tr> <tr> <td>ET (Estonian)</td> <td>LV (Latvian)</td> <td>SV (Swedish)</td> </tr> </table>	BG (Bulgarian)	FI (Finnish)	MT (Maltese)	CS (Czech)	FR (French)	NL (Dutch)	DA (Danish)	GA (Irish)	PL (Polish)	DE (German)	HR (Croatian)	PT (Portuguese)	EL (Greek)	HU (Hungarian)	RO (Romanian)	EN (English)	IT (Italian)	SK (Slovak)	ES (Spanish)	LT (Lithuanian)	SL (Slovenian)	ET (Estonian)	LV (Latvian)	SV (Swedish)
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Language 1	<p>Main language</p> <p>A thorough knowledge of one of the official languages of the European Union.</p>																								
Language 2	<p>Second language (must be different from language 1)</p> <p>A satisfactory knowledge of English, French, German, Italian or Spanish.</p>																								

IV. ADMISSION TO THE COMPETITION AND SELECTION BASED ON QUALIFICATIONS

1. Procedure

Initially, a check for compliance with the general and specific conditions and the selection based on qualifications will be carried out on the basis of the information given in your online application.

- (a) Your answers to the questions relating to the general and specific conditions will be processed to determine whether you can be included in the list of candidates eligible for the competition.
- (b) The selection board will then screen the candidates eligible for the competition on the basis of their qualifications to identify those whose profile (particularly their diplomas and professional experience) best matches the duties and selection criteria set out in this competition notice. This selection is carried out **solely** on the basis of the information provided in the 'Talent Screener' tab using the following marking scheme.
 - Each selection criterion is weighted from 1 to 3 according to the importance the selection board attaches to it.
 - The selection board will examine candidates' answers and will award 0 to 4 points for each answer according to the candidate's qualifications. The points are then multiplied by the weighting for each question and added together to give an overall score.

The selection board then draws up a list of candidates in the order of the overall scores awarded. For each competition, the number of candidates ⁽²⁾ invited to the assessment centre ⁽³⁾ will not exceed **3 times** the number of successful candidates sought. This number will be published on EPSO's website

(<http://blogs.ec.europa.eu/eu-careers.info/>).

2. Verification of information given by candidates

Following the assessment centre session, and in the light of the results, the information given by candidates in their online applications will be verified against the supporting documents they have provided; for the general conditions this will be done by EPSO, while for the specific conditions it will be done by the selection board. In assessing qualifications, supporting documents will be taken into account only to confirm the information already given under the 'Talent Screener' tab. If verification shows that the information given ⁽⁴⁾ is not borne out by the appropriate supporting documents, candidates will be disqualified.

The applications of candidates who have passed assessment centre items (d), (e), (f), (g) and (h) with the highest aggregate marks will be verified in descending order. Those candidates must also have obtained pass marks in tests (a), (b) and (c). Verification will continue until the number of candidates who can be placed on the reserve list and who are actually eligible reaches the threshold. The files of candidates below the threshold will not be examined.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be admitted to the assessment centre.

⁽³⁾ Candidates not invited to the assessment centre will be sent the results of their assessment and the weighting applied by the selection board to each question.

⁽⁴⁾ This information will be verified against the supporting documents before the reserve list is drawn up (see Section VI.1 and Section VII.2).

V. ASSESSMENT CENTRE

1. Invitation to the assessment centre	<p>If you are one of the candidates who,</p> <ul style="list-style-type: none"> — according to the information given in the online application, fulfil the general and specific conditions listed in Section III, and — obtained one of the highest marks in the selection based on qualifications, <p>you will be invited to the assessment centre tests ⁽⁵⁾, which will normally be held in Brussels ⁽⁶⁾ over the course of one or two days.</p>
2. Assessment centre	<p>You will undergo three types of assessment:</p> <ul style="list-style-type: none"> — reasoning skills: tests (a), (b) and (c) — specific competencies: item (d) — general competencies: items (e), (f), (g) and (h) <p>Your reasoning ability will be assessed by means of ⁽⁷⁾:</p> <ul style="list-style-type: none"> (a) a verbal reasoning test (b) a numerical reasoning test (c) an abstract reasoning test <p>Your specific competencies in the field will be assessed by means of ⁽⁷⁾:</p> <ul style="list-style-type: none"> (d) a structured interview on your competencies in the field, <i>based on the information provided in the 'Talent Screener' tab of your application</i> <p>Your general competencies ⁽⁸⁾ will be assessed by means of ⁽⁷⁾:</p> <ul style="list-style-type: none"> (e) a written test (f) an E-tray exercise (g) a structured interview on your general competencies (h) a group exercise.

Each general competency will be tested as follows:

	Written test	E-tray	Structured interview	Group exercise
Analysis and problem-solving		x		x
Communicating	x		x	
Delivering quality and results		x	x	
Learning and development			x	x
Prioritising and organising		x		x
Resilience			x	x
Working with others		x		x
Leadership (only for competition OHIM/AD/01/13)			x	x

⁽⁵⁾ Where a number of candidates tie for the last available place, they will all be admitted to the assessment centre.

⁽⁶⁾ Organisational constraints may make it necessary to conduct some or all of the assessment centre items in test centres in the Member States.

⁽⁷⁾ The content is validated by the selection board.

⁽⁸⁾ Details of these competencies are set out in point 1.2 of the Guide to open competitions.

3. Languages for the assessment centre	Language 1 for tests (a), (b) and (c) Language 2 for items (d), (e), (f), (g) and (h)
4. Marking and weighting of marks	<p>Reasoning ability</p> <p>(a) Verbal: marked out of 20 pass mark: 10</p> <p>(b) Numerical: marked out of 10</p> <p>(c) Abstract: marked out of 10 aggregate pass mark for tests (b) and (c): 10</p> <p>Tests (a), (b) and (c) are eliminatory, but the marks will not be added to the marks for the other assessment centre tests.</p> <p>Specific competencies (item (d))</p> <p>Marked out of 100 Pass mark: 50</p> <p>Weighting: 55 % of the overall mark</p> <p>General competencies (items (e), (f), (g) and (h))</p> <p>Competition OHIM/AD/01/13</p> <p>Marked out of a total of 80 for all general competencies (10 per competency) Pass mark: 3 for each competency and an aggregate of 40 out of 80 for all 8 general competencies</p> <p>Weighting: 45 % of the overall mark</p> <p>Competition OHIM/AST/02/13</p> <p>Marked out of a total of 70 for all general competencies (10 per competency) Pass mark: 3 for each competency and an aggregate of 35 out of 70 for all 7 general competencies</p> <p>Weighting: 45 % of the overall mark</p>

VI. RESERVE LISTS

1. Candidates placed on the reserve lists ⁽⁹⁾	<p>The selection board will place your name on the reserve list</p> <ul style="list-style-type: none"> — if you have passed tests (a) to (h) and are one of the candidates ⁽¹⁰⁾ with the highest aggregate marks in assessment centre items (d), (e), (f), (g) and (h) (see number of successful candidates sought, Section I.1) — and if your supporting documents show that you meet all the eligibility requirements laid down in Sections III and IV of this competition notice.
2. Classification	Names will be listed in alphabetical order for each competition.
3. Period of validity of the lists	The reserve lists will be valid until 31 December 2017.

⁽⁹⁾ On 2 July 2013 the European Parliament voted to approve a compromise text for revision of the Staff Regulations of Officials and the Conditions of Employment of Other Servants. However, this text will not become final at first reading until the Council formally approves the European Parliament's vote. If it is approved, the main changes will relate to the careers and types of posts occupied by officials and other servants. Successful candidates in this competition could be recruited on the basis of the new Staff Regulations once they are finally adopted by the legislator, which may also entail other legal and financial consequences.

⁽¹⁰⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

VII. HOW TO APPLY

1. Online application	You must apply online, following the instructions on the EPSO website and particularly in the Online Application Manual. Deadline (including validation): 3 December 2013 at 12.00 (midday) , Brussels time
2. Submission of application files	If you are invited to the assessment centre, you must bring your full application file (signed online application form and supporting documents) with you ⁽¹¹⁾ . Procedure: see point 6.1 of the Guide to open competitions.

⁽¹¹⁾ You will be notified in good time, via your EPSO account, of the date when you have to attend.

ANNEX I

OHIM/AD/01/13 — ADMINISTRATORS (AD 6)

INTELLECTUAL PROPERTY

1. Duties

The officials recruited will take part in activities relating to the protection of Community trade marks (CTM) and registered Community designs (RCD). They may also be required to contribute to cooperation and harmonisation measures with the national intellectual property offices in the European Union and to work with the main intellectual property offices outside the EU and with international counterparts and partners. Within the European Observatory on Infringements of Intellectual Property Rights, they might be involved in work to facilitate and support the activities of national authorities, the private sector, and the Union institutions in the fight against infringements of intellectual property rights.

The main duties involved may include:

- examining files relating to intellectual property law, mainly on the Community trade mark and design law, in accordance with the current rules, procedures and quality standards, interpreting existing policies and applying the law,
- drafting complex texts of a legal nature,
- drafting decisions on procedures and on the substance of disputes, including preparatory work such as research and analysis of case law,
- analysing, preparing and drafting texts and policy papers relating to intellectual property,
- providing advice in the field of intellectual property to support the core activities of the OHIM,
- activities relating to the European Observatory on Infringements of Intellectual Property Rights,
- contributing to the coordination, monitoring and supervision of other staff,
- managing relations with stakeholders/cooperation projects with intellectual property institutions.

More specifically, the main duties described above can be detailed as follows:

- drafting decisions on trade mark applications, in particular on absolute grounds for refusal,
- drafting decisions on opposition and cancellation cases relating to Community trade marks,
- drafting decisions on design invalidity cases,
- examining appeals filed with the Boards of Appeal and drafting relevant decisions,
- providing legal advice on all aspects of Community trade marks and designs, and other intellectual property rights,
- settlement of disputes in the field of intellectual property,
- collecting, analysing and disseminating information and data on intellectual property rights,
- coordinating, preparing and drafting guidelines and policy papers,
- supervising, mentoring and guiding other staff,
- managing projects and/or programmes in the field of intellectual property rights.

2. Qualifications

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

3. Professional experience

At least three years' professional experience, at an appropriate level, in the field of intellectual property, relevant to the duties concerned.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. Selection criteria

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. Professional experience in drafting decisions on absolute grounds for refusal of trade marks, including decisions by appeal bodies.
 2. Professional experience in drafting decisions on relative grounds for refusal (opposition) of trade marks, including decisions by appeal bodies.
 3. Professional experience in drafting decisions on cancellation of trade marks, including decisions by appeal bodies.
 4. Professional experience in drafting decisions on design invalidity cases, including decisions by appeal bodies.
 5. Professional experience in providing legal advice and representation of parties/clients on intellectual property rights (excluding litigation before the courts).
 6. Professional experience in litigation before the courts in the field of intellectual property rights.
 7. Professional experience in collecting, analysing and disseminating information and data, designing or developing information technology tools and systems in the field of intellectual property rights.
 8. Professional experience in coordinating, preparing and drafting guidelines and policy papers.
 9. Professional experience in supervising, mentoring and guiding.
 10. Professional experience in project and/or programme management in the field of intellectual property rights.
 11. Professional experience in a multicultural or international environment.
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ANNEX II

OHIM/AST/02/13 — ASSISTANTS (AST 3)

INTELLECTUAL PROPERTY

1. Duties

The officials recruited will provide assistant support to activities relating to the protection of Community trade marks (CTM) and registered Community designs (RCD). They may also be required to contribute to cooperation and harmonisation with the national intellectual property offices in the European Union and to work with the main intellectual property offices outside the EU and with international counterparts and partners. Within the European Observatory on Infringements of Intellectual Property Rights, they might be involved in work to facilitate and support the activities of national authorities, the private sector, and the Union institutions in the fight against infringements of intellectual property rights.

The main duties involved may include:

- examining Community trade mark applications: absolute grounds; formalities, including the classification of goods and services under the Nice Classification; seniorities and priorities; amendments; and decisions relating to the same,
- handling procedures relating to international applications and registrations,
- handling procedures relating to opposition and cancellation cases: admissibility; cooling-off period and adversarial phase; restrictions and withdrawals; substance and decisions relating to the same,
- examining Community design applications and handling procedures relating to invalidity,
- handling procedures relating to appeal cases,
- entries in the Community trade mark and design Register (Recordals), and decisions relating to the same,
- support to activities relating to intellectual property rights: logistics, linguistic services including proofreading, publication, registration, inspection, provision of copies of Community trade mark and design files, maintenance of databases; searches; handling payment of fees,
- support to the implementation of cooperation and convergence projects in the field of intellectual property,
- providing and reporting on information to users on Community trade marks and designs.

It should be noted that, owing to increased automation of procedures, clerical tasks will steadily become less important in all the processes, while duties relating to substance will come increasingly to the fore.

2. Qualifications

A level of post-secondary education attested by a diploma

OR

A level of secondary education attested by a diploma giving access to higher education, followed by at least three years' professional experience relevant to the nature of the duties.

N.B.: The minimum of three years' professional experience which forms part of the diploma requirement cannot be taken into account when assessing the number of years of professional experience required below.

3. Professional experience

At least three years' professional experience, at an appropriate level, in the field of intellectual property, relevant to the duties concerned.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. Selection criteria

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. Professional experience in examining trade mark applications.
2. Professional experience in handling opposition and/or cancellation and/or appeal procedures, and/or international application procedures.

3. Professional experience in examining design applications and handling procedures relating to invalidity.
 4. Professional experience in examining the formalities of intellectual property rights other than trademarks and designs.
 5. Professional experience in dealing with entries in an official Intellectual Property Register, and decisions relating to the same.
 6. Professional experience in support activities related to intellectual property rights: logistics, linguistic services including proofreading, publication, registration, inspection, providing copies of trade mark and design files, maintenance of databases; searches; handling payment of fees.
 7. Professional experience in providing support to the implementation of cooperation and convergence projects in the field of intellectual property.
 8. Professional experience in providing assistance and managing files for parties/clients on intellectual property rights.
 9. Professional experience in drafting on intellectual property issues.
 10. Professional experience in providing information on intellectual property to users, and dealing with a minimum of 50 incoming calls or queries per week.
 11. Professional experience in a multicultural or international environment.
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