



OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET
(TRADE MARKS AND DESIGNS)

HUMAN RESOURCES DEPARTMENT
Personnel Administration Sector

VACANCY NOTICE - DRAWING UP A RESERVE LIST OF TEMPORARY STAFF
(for a maximum of 3 candidates)
FOR THE POST OF:

Administrator: Industrial Engineers (M/F)¹

Ref: VEXT/07/563/AD 6/QMD

The Office for Harmonization in the Internal Market (Trade Marks and Designs) ("OHIM") was established by Council Regulation (EC) No 40/94 of 20 December 1993 on the Community trade mark. The OHIM is responsible for administering Community trade marks and Community designs (receiving some 85,000 and 70,000, respectively, applications a year), industrial property titles which have a unitary character and equal effect throughout the Community. The OHIM has five languages, namely Spanish, German, English, French and Italian. Certain proceedings, however, are also carried out in other official languages of the European Union. The seat of the OHIM is in Alicante, a city on the Spanish Mediterranean coast, where the Office currently employs over 600 people.

The OHIM is organizing a selection procedure in order to draw up **a reserve list** for the post of **Administrator: Industrial Engineers (M/F)** (function group AD, grade 6) in the **Quality Management Department, Service 1, Performance Management Unit**. The post is for a temporary agent, governed by the Conditions of Employment of Other Servants of the European Communities², with an initial contract of three years and the possibility of a single renewal for a maximum of two more years.

The OHIM accepts applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religious, political or other convictions or opinions, membership of a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation.

1. Job description

The successful candidate, under the **supervision of the Head of Service** will be responsible for

- Defining, organizing, planning, executing, following-up and finalising projects in order to set-up procedures in the areas of process modelling, predictive control of core-business process and planning activities; and
- Performing the actions required to execute those procedures or any of the activities described under tasks set out below.

¹ If there are discrepancies between the different linguistic versions the English one should be taken as the correct version.

² See Council Regulation (EEC, Euratom, ECSC) No 259/68, last amended by Council Regulation (EC, Euratom) 723/2004, OJ L 124 of 27.4.2004, p. 1.

Tasks will include, amongst others:

- Modelling processes for monitoring purposes and setting up statistical models to implement a predictive control of core-business processes;
- Proactively investigating and evaluating possible impacts deriving from changes in processes, technology and user behaviour, and informing the Office departments concerned;
- Assisting the management of the Office with delivering any information required concerning current performance, deviations from normal process flow, etc.
- In the framework of creating an Operational Plan and in collaboration with other departments:
 - o estimating the impact that planned initiatives may have on internal processes, production, technology and human resources;
 - o establishing measurable objectives at all levels to ensure alignment with organisational goals;
 - o drafting the Operational Plan document;
- Defining and maintaining performance indicators aligned with the organisational objectives;
- Carrying out regular analysis of results vis-à-vis objectives and (a) informing the departments concerned of deviations and their estimated impact on established objectives, and (b) co-operating with departments to define corrective actions;
- Elaborating statistical reports for internal and external stakeholders (WIPO, EU Member States' national trade mark and design offices, etc.).

Ideal candidates are **industrial engineers** (specializing in the Production, Technology or Operations Management areas) with demonstrable experience in modelling, planning and monitoring processes (in particular in the field of service processes) as well as in evaluating and improving process performance, able to quickly launch and finalise the project aiming at setting-up procedures in the areas of process modelling, predictive control of core-business process and planning activities.

They will preferably have a sound knowledge of statistical models and analyses related to mass production service processes.

They will demonstrate knowledge of project management, service planning and customer care.

2. Qualifications and experience required

By the deadline for sending their applications, candidates must³ fulfill the following conditions:

2.1 Education:

- a) 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 **in the field of industrial engineering;**

OR

³ See Article 5 of the Staff Regulations and Article 12 of the Conditions of Employment of Other Servants of the European Communities.

b) have a level of education which corresponds to completed university studies attested by a diploma **in the field of industrial engineering** and relevant professional experience of one year after obtaining this diploma when the normal period of university education is at least three years.

2.2 Professional experience:

- have **at least three years' full-time professional experience** gained after obtaining the diploma⁴ and relevant to the tasks to be performed.

2.3 Language skills:

- a thorough knowledge of **English**; and
- a satisfactory knowledge of **Spanish**.

2.4 Computer skills:

Applicants must have

- a good knowledge of interactive tools for modelling service processes;
- an advanced level of knowledge of EXCEL;
- a general interest in and desire to learn more about IT tools.

2.5 General conditions:

- 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 concerned; and
- be physically fit to perform the duties concerned.

2.6 Advantages:

- Previous experience in the use of interactive tools for modelling service processes using discrete simulation will be considered a strong advantage;
- Good knowledge of Business Objects or other Business Intelligence tools will be an advantage;
- Knowledge of other language(s) of the Office (namely German, French and/or Italian) will be an advantage.

3. Stages of the selection procedure

A. Submission of applications

Before submitting their applications, candidates should carefully check whether they meet all the eligibility criteria, particularly concerning diplomas and the professional experience required.

It is advisable to print this vacancy notice.

⁴ In the case of a level of education falling under 2.1 b), the appropriate professional experience of one year cannot be included in the professional experience required under point 2.2.

Applications must be sent via the Internet by going to the OHIM e-recruitment webpage at https://service.oami.europa.eu/erecruitment/la/en_form.cfm. The Office does not accept applications by any means other than online application, save in the case of disabled candidates.

The e-recruitment procedure consists in sending an electronic application form and a **Curriculum Vitae (“CV”)**. Candidates must have an e-mail address. The Office may send all communications to candidates by e-mail.

Candidates should carefully choose the reference number of the selection procedure in the electronic application form.

A full CV must be attached to the application form. On the OHIM webpage there is a CV template. It is compulsory to use this CV template. It is not obligatory to attach a photograph to the CV. The CV shall give the exact dates (day/month/year) of obtaining diplomas, and the start and end dates of any professional experience. In the case of part-time professional experience, the number of hours worked per week shall be indicated. The CV must be in .doc or in .rtf format and should not exceed 512KB in size. In the case of discrepancies between the information on languages contained in the completed online application form and the CV, the information indicated in the CV will prevail.

On completion of the online application, an application number will appear on the screen. This number is confirmation that the application has been submitted.

If a candidate has a disability that prevents him/her from submitting an application online, he/she may request a paper version of the form and the CV template, preferably by fax (to fax number +34 965 139 857). The form and the CV should be completed, signed and returned by registered mail, postmarked no later than the closing date for submitting applications. All subsequent communication between the OHIM and the candidate will be by post. The candidate must enclose with the application form a certificate attesting to his or her disability, issued by a recognised body. An indication as to any special arrangements needed to make it easier to take part in the interviews and tests shall also be attached.

The deadline for submission of applications is midnight (GMT +1) on 24 July 2007. The date and time at which the application form is received electronically by the Office’s server shall be used as proof of the date of submission.

It is the candidate’s responsibility to complete the on-line application in good time. Candidates are advised not to wait until the last few days before applying.

If, at any stage in the procedure, it is established that the information on the electronic application form or in the CV is incorrect, the candidate may be disqualified from the selection procedure.

B. Screening of CVs

Following screening of the curricula vitae of admissible candidates, **the candidates deemed the best qualified by the Selection Committee**, on the basis of the requirements to be met, will be called for an interview.

C. Interviews

Eligible candidates will be invited to attend an interview in Alicante. The Office will reimburse **the travel costs** by air in economy class and will pay a daily allowance. An invitation to an interview does not involve any commitment on the part of the Office to include the candidate on the reserve list or to recruit him/her.

Candidates are requested to bring **their original diplomas and certificates relating to their professional experience** with them on the day of the interview, as will be specified in the invitation to the interview. Failure to bring these documents on the day of the interview may lead to the rejection of the application.

D. Recruitment

Following the selection procedure, **the candidate(s) deemed the best qualified will be added to a reserve list consisting of a maximum of 3 candidates**. Inclusion on the reserve list does not constitute any guarantee by the Office, but allows it to offer a temporary agent contract in accordance with the needs of the Office, to the candidate(s) on the list. The reserve list shall be valid until **31/12/2007** or as extended by the Office.

Candidates will be requested to undergo **a medical examination** before signing the final contract with the Office.

If the candidate is offered a post, he/she will be asked to produce the originals of all required documents such as diplomas and certificates of professional experience, so that copies can be authenticated.

A three-year contract, with a possibility of a **single renewal up to two more years**, as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities, in **function group AD, grade 6** will be offered to the chosen candidate.

The basic monthly salary on the 1 July 2006 corresponding to the first step of grade **AD 6** was **4,539.32€**. There are additional salary elements reflecting marital status and dependent family members. Furthermore, various allowances for removals and travel are provided, as are accident and health insurance and a pension scheme. Pay is subject to Community tax and other reductions laid down in the Conditions of Employment of Other Servants of the European Communities. It is however exempt from any national tax. Dependent children can attend the European School of Alicante free of charge. The Office offers relocation services. A relocation agency will contact the candidate before entering service and will help him/her with finding permanent accommodation, and will provide information about Alicante, hotel and car rental, and other useful information, for example, about the airport pick-up service.

E. Appeal

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

Office for Harmonization in the Internal Market
Human Resources Department
Avenida de Europa, 4
03008 Alicante
Spain

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://eur-lex.europa.eu>) starts to run from the time you are notified of the act adversely affecting you.

For further information, please send any queries to
candidatures.external@oami.europa.eu