



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

HUMAN RESOURCES DEPARTMENT  
Personnel Administration Sector

**VACANCY NOTICE FOR CONSTITUTING A RESERVE LIST**

(for a maximum of 5 candidates)

for the post of:

**PROCUREMENT AND/OR INVENTORY ASSISTANT (M/F)**

**Ref.: VEXT /09/594/AST 3/GSD**

**Temporary Agent – AST 3**

*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, 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 constitute a reserve list from which to fill vacant post(s) of **Procurement and/or Inventory Assistant (M/F)** (function group AST, grade 3) in the General Services Department, Procurement and Inventory Sector, dealing with budgetary procedures, public procurement and inventory rules. The responsibilities of the Sector cover all the steps of the procedure, from the preparation of purchases up to the management of the assets of the Office.

The OHIM accepts applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic characteristics, 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:**

Under the authority of the Head of the Procurement and Inventory Sector, the successful candidates will be responsible for:

- working on files of any level of complexity assigned to him/her, in the context of the financial, public procurement and/or inventory rules, and in collaboration with the internal stakeholders, in particular the technical line managers, the internal legal and financial officers and, where appropriate, the suppliers;

And more specifically:

- dealing with and following up financial files, including, as the case may be, and on the basis of the documents provided by the technical line managers, preparing the reports to the audit authorities, preparation and follow-up of calls for tender and of calls for expression of interest, and drafting of framework contracts, contracts, specific contracts, economic commitments, purchase orders, payment orders, recovery orders and estimates of amounts receivable;

or

- dealing with all the administrative tasks related to the assets of the Office (reception of goods, follow up of movements of assets, warehouse stock management, depreciation processes, etc).

## **2. ELIGIBILITY CRITERIA**

By the deadline for submitting applications, candidates must fulfil the following conditions:

### **Education**

- have completed a level of **post-secondary education** attested by a diploma,

OR

- have completed a level of **secondary education** attested by a diploma giving access to post-secondary education, and after having obtained the diploma, **appropriate professional experience of at least 3 years**

### **Professional experience**

- have a **minimum of 3 years of full-time professional experience** in one of the areas mentioned in the job description<sup>1</sup>

### **Language skills**

- a thorough knowledge of either **English or Spanish**, and
- a satisfactory knowledge of another language of the EU

### **Computer skills**

- Knowledge of SAP (or a similar application) at a user level
- Excellent command of MS Word, Excel and Internet

### **General conditions<sup>2</sup>**

- be a national of one of the Member States of the European Union

---

<sup>1</sup> In the case of having completed a secondary level education, the appropriate professional experience of three years cannot be included in the professional experience required in the previous paragraph. Therefore in this case a total of six years professional experience is required.

<sup>2</sup> See Article 12 of the Conditions of Employment of Other Servants of the European Communities

- enjoy full rights as a citizen
- have fulfilled any obligations imposed by the laws on military service
- meet the character requirements as to suitability for the performance of the duties involved
- be physically fit to perform the duties

### 3. ADVANTAGES

The following criteria will constitute further advantages in the selection process:

- be able to demonstrate knowledge of and/or experience in the financial framework of European institutions/agencies (in particular the Financial Regulation<sup>3</sup> and its Implementation Rules<sup>4</sup>) and/or in the field of public procurement (in particular the relevant directives) or inventory rules. Knowledge and experience gained as a purchaser or inventory responsible would be an asset.
- possess analytical and synthesizing skills, a sense of responsibility, good communication and client service skills
- be capable of dealing with confidential and sensitive matters in strict confidence
- be capable of working both in a team and autonomously
- knowledge of SAP IS-PS, MM and PM as well as the knowledge of MS Project, MS Access and any other MS applications will be considered an advantage
- knowledge of any other language(s) of the Office would also constitute an advantage

### 4. SELECTION PROCESS

#### SUBMISSION OF APPLICATION

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

It is advisable to print this vacancy notice.

**Applications must arrive at OHIM via Internet using the OHIM e-recruitment tool.** 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 filling out an electronic application form available at: [https://service.oami.europa.eu/erecruitment/la/en\\_form.cfm](https://service.oami.europa.eu/erecruitment/la/en_form.cfm) and

---

<sup>3</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002, p.1) and subsequent amendments.

<sup>4</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p.1) and subsequent amendments.

attaching the candidate's CV. Candidates must have an e-mail address, as the Office will send all communications to candidates by e-mail.

Candidates should choose with care in the electronic form the reference number of the selection procedure they wish to apply for.

A full CV must be attached to the application form. It is recommended to use the Europass CV template:

<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

It is not obligatory to insert a photograph on the CV. The CV shall state the exact dates (day/month/year) of obtaining any diploma(s) and exact start and end dates (day/month/year) of any professional experience claimed. In case of part-time professional experience, the number of hours worked per week shall be indicated. The CV must be in .doc or .rtf format and should not exceed 512KB in size.

In case of discrepancies between the information contained in the e-recruitment tool and the CV, the information indicated in the CV will prevail.

On completion of the online application form, an application number will appear on the screen. This number confirms that the application has been submitted. Candidates are advised to keep this number and quote it on all correspondence with the Office.

If a candidate has a disability that prevents him/her from submitting an online application, he/she may request a paper version of the application form and the CV template, preferably by fax at the following number: 0034 965 13 9857. The form and the CV template 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 done by post. The candidate must enclose to the application form a certificate attesting his/her ability issued by a recognised body. An indication to any special arrangements necessary for enabling the candidate take part in the interview shall also be stated.

**The deadline for submission of applications is 19<sup>th</sup> November 2009 at 24:00 Alicante time (CET).**

The date and the 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.

## SELECTION PHASE

The admissibility of applications will be assessed on the basis of the information provided on the electronic form. Only candidates meeting all the eligibility criteria can be considered admissible. Following screening of CVs of admissible candidates, candidates deemed best qualified by the Selection Committee, on the basis of the

requirements to be met and further advantages established in the vacancy notice, will be called for an interview.

Due to the large volume of applications the Office receives, only candidates who are selected for interview will be contacted at this stage.

Interviews will be held in Alicante. The Office will reimburse 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 OHIM to include the candidate on the reserve list.

Candidates invited to an interview are requested to bring with them on the day of the interview **original diplomas** and **certificates relating to their professional experience** as will be specified in the invitation in order to prove they satisfy all eligibility criteria.

Failure to submit these documents on the day of the interview may lead to the rejection of the application.

### RESERVE LIST

Following the selection procedure, the candidate(s) deemed best qualified by the Selection Committee will be placed on a reserve list, in alphabetical order, consisting of a **maximum of 5 candidates** with the highest marks. Inclusion on the reserve list does not guarantee recruitment.

The reserve list for this post shall be **valid until 31/12/2010** or as extended by the Office.

### RECRUITMENT

Recruitment will depend on the posts becoming available.

## **5. CONTRACTUAL CONDITIONS**

A **three-year contract** with the possibility of a **single renewal for additional two years** as a member of the **temporary staff** of the Office, governed by the Conditions of Employment of Other Servants of the European Communities<sup>5</sup>, in **function group AST, grade 3** will be offered to the chosen candidate.

In light of the substantial training required for the post, the contract shall foresee a commitment for the employee to spending at least two years in the role.

The basic monthly salary on 1 July 2008 corresponding to the first step of grade AST 3 was **3,273.22€**, before any deductions or allowances. There are additional salary elements reflecting marital status and dependent family members. Furthermore, various allowances for removal and travel are provided, as are accident and health insurance and a pension scheme. Pay is subject to Community tax and other deductions laid down in the Conditions of Employment of Other Servants of the European Communities. Remuneration is, however, exempt from any national

---

<sup>5</sup> 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

taxation. Dependent children can attend the European School of Alicante free of charge. The office offers relocation services.

The place of employment will be **Alicante, Spain**.

Prior to contract signature, the successful candidate will be requested:

- to provide the OHIM with original or certified copies of all relevant documents proving the candidate's admissibility criteria including an extract from judicial records or certificate of good conduct;
- to undergo a compulsory medical examination (to establish that the candidate meets the standard of physical fitness necessary to perform the duties involved).

## **6. PERSONAL DATA PROTECTION**

As the body responsible for organising the selection, OHIM ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L8, 12.1.2001, p. 1). This applies particularly to the confidentiality and security of such data.

## **7. 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 – <http://europa.eu/eur-lex>) starts running from the time the candidate is notified of the act adversely affecting him/her.

For any further information please contact:

[candidatures.external@oami.europa.eu](mailto:candidatures.external@oami.europa.eu)