



**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: Information Technologies Professional (M/F)**

**Ref: VEXT/09/592/AD 7/ITD**

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 languages of the Office are: 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: Information Technologies Professional (M/F) (function group AD, grade 7) in the IT Development Service of the Information Technologies Department.**

The post is for a temporary agent, governed by the Conditions of Employment of Other Servants of the European Communities<sup>1</sup> 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.

In addition, the OHIM is committed to guaranteeing equal opportunities when appointing staff and encourages applications in particular from women.

### **1. Job description**

One of the roles and responsibilities of the IT Development Service is to provide a controlled, high-quality software reference framework and methods for the effective delivery of IT services.

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<sup>1</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.

The successful candidate will be responsible for delivering the following services:

- Being a general assistance point for Project Managers and Service Managers in aspects related to technology;
- Building awareness of “best practices” and innovation in the area of development;
- Helping other Departments / Services draw project proposals, especially in areas of technical feasibility;
- Finding better alignment between the business processes of the users and the technical solutions used for covering them;
- Promoting a reduced complexity in IT infrastructure;
- Promoting better managed technologies, hence less unpredictability during projects;
- Controlling the reduced risk overall in new investment, and the costs of IT ownership;
- Promoting increased portability/reusability of applications;
- Promoting improved interoperability and easier system management.
- Promoting a better ability to address critical enterprise-wide issues like security;
- Promoting easier upgrade and exchange of system components;
- Advising on the flexibility to make, buy, or subcontract IT solutions.

## 2. Qualifications and experience required

### 2.1. Eligibility criteria:

**If one of the following criteria is not met, the candidate will not be selected.**

By the deadline for sending their applications, candidates must<sup>2</sup> fulfil the following conditions:

#### 2.1.1. Education:

a) Have a level of education which corresponds to completed university studies attested by a diploma in Computer Science, Computer Engineering or equivalent when the normal period of university education is **four years or more**.

**OR**

b) Have a level of education which corresponds to completed university studies attested by a diploma in Computer Science, Computer Engineering or equivalent and **appropriate professional experience of at least one year** in the IT field when the normal period of university education is **at least three years**<sup>3</sup>.

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<sup>2</sup> See Article 5 of the Staff Regulations and Article 12 of the Conditions of Employment of Other Servants of the European Communities.

<sup>3</sup> In the case of a level of education falling under 2.1.1. b), the appropriate professional experience of one year cannot be included in the professional experience required under point 2.1.2.

### **2.1.2. Professional experience:**

- Have a minimum of **6 years of full-time professional experience in the field of software development** (gained after the completion of the educational level required in 2.1.1.), thereof **5 years in the design and implementation of large-scale applications**.

### **2.1.3. Language skills:**

- Have a thorough knowledge of **English** and
- Have a satisfactory knowledge of **a second language of the European Union**.

### **2.1.4. 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;
- be physically fit to perform the duties concerned.

## **2.2. Selection criteria:**

The following criteria will be considered as advantages. Their purpose is to select the best candidates to be called for interviews.

### **2.2.1. Management skills:**

- Strong verbal and written communications skills;
- Strong teamwork skills for cross-group cooperation;
- Ability to perform under pressure;
- Strong business awareness;
- Leadership ability; be able to develop, mentor and motivate others;
- Excellent analytical and presentation skills;
- Ability to handle multiple projects at once and adapt to changing requirements.

### **2.2.2. IT skills:**

- Experience with development tools (Java, XML)
- Experience with relational databases (Informix, Oracle);
- Experience with a wide range of deployment topologies (Client/Server, n-tier, cloud...);
- Experience with SOA and related technologies (WS-\*, SOAP, ReST, JSON, etc);
- Experience with accessibility, localization, and internationalization of user interfaces;
- Experience with a wide range of UI technologies (HTML, Ajax, Swing, Flex, WPF, Silverlight, etc.);

- Well versed and abreast with the latest technologies and data architecture concepts in the industry;
- Knowledge of SAP;
- Knowledge in Enterprise Content Management;
- Knowledge of TOGAF;
- Strong technical leadership skills;
- Experience in use of agile methodologies.

### 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.

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](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 will 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 19 October 2009.**

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.

The OHIM regrets that, due to the large volume of applications it receives, only candidates who are selected for interview will be contacted.

### **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 **31/12/2010 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 the possibility of a **single renewal for up to two more years**, as a member of the temporary staff in **function group AD, grade 7** will be offered to the chosen candidate.

The basic monthly salary on the 1 July 2008 corresponding to the first step of grade **AD 7** was **5.364,07€**. 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. Protection of personal data**

As the body responsible for organising the selection, OHMI 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 L 8, 12.1.2001, p. 1). This applies in particular to the confidentiality and security of such data.

### **F. 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](mailto:candidatures.external@oami.europa.eu)