



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

HUMAN RESOURCES DEPARTMENT
PERSONNEL ADMINISTRATION SECTOR

**VACANCY NOTICE ¹
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/08/572/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 (receiving some 90,000 and 70,000, respectively, applications a year), 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 Information Technologies Department, IT Development Service, IT Quality Assurance, Control and Testing Sector**.

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.

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

1. Job description

The successful candidate will be responsible, under the authority of the Head of Service, for the following duties:

¹This vacancy notice exists in the five languages of the Office. 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.

A. IT Quality Assurance, Quality Control and software testing

- define, coordinate, manage and monitor the strategy and organization of the IT Quality Assurance, Quality Control and software testing of the IT Development Service of the OHIM.
- the successful candidate will be accountable for the performance of his/her team and/or the external service provider(s). The team will carry on the following tasks:
 - Design, implement, execute and debug I.T. test cases and scripts;
 - Automate test cases;
 - find bugs and defects;
 - verify fixes;
 - validate and document completion of testing and development.

B. Overall planning of the projects of the IT Development Service

- establish and coordinate the global planning of the projects developed by the IT Development Service with the following stakeholders of the projects: business analysts, developers, project managers, operators, helpdesk support, etc...
- this includes capacity planning of IT internal and external resources.

2. Qualifications and experience required

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

2.1 Education:

- 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

- 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**.

2.2 Professional experience:

- have a minimum of **6** years of experience in the field of Information Technology;
- have knowledge and proven experience of IT development methodology and procedures
- From these 6 years,
 - have a minimum of 2 years of experience in software development;
 - have a minimum of 1 year of experience in IT project management;
 - have a minimum of 3 years of proven experience in IT Quality Assurance, Quality Control and software testing

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

2.3 Language skills:

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

2.4 Computer skills:

The successful candidate may be requested to demonstrate a good knowledge of the following areas:

- Project Management: MS-Project
- Development: J2EE; XML
- Tests: Borland Optimize It
- Operating systems/Hardware involved:
 - Sun Solaris 8
 - Windows 2000 server
 - Windows XP
- Web logic, JSDK
- Informix database
- Internet Explorer
- Office tools: MS-Word, MS-Excel and MS-PowerPoint.

2.5 Additional requirements and skills:

- be well-organized, able to manage the time and perfectly capable of working with clients and team members
- must be responsible, flexible and able to take decisions
- have excellent communication skills (both orally and in writing) for contacts with clients and team members
- be able to deal with different tasks at the same time.

2.6 Advantages:

- any experience additional to the one mentioned in point 2.2. in the relevant areas will constitute an advantage.
- good oral and written skills in **Spanish** and **French**
- certification in **ISTQB**
- certification in **CMMI**
- certification in **IT Service Management such as ITIL**
- certification in **Java development**
- certification in **Prince 2** or equivalent.

2.7 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.

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. 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 25 November 2008. 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 **31/12/2009 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 in **function group AD, grade 7** will be offered to the chosen candidate.

The basic monthly salary on the 1 July 2007 corresponding to the first step of grade **AD 7** was **5.207,84 €**. 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