



**Call for interest – Seconded National Expert (SNE)**  
**Classification Expert.**

Ref: OHIM/16/096/SNE/CSD1

**1. Background**

The Customer Services Department (CSD) is responsible for assisting the Office, in particular the Operations Department, and the Office's users as regards customer experience and management, online business solutions, databases and information solutions, linguistic services, and related ancillary logistics and back office activities.

There are three Areas in the CSD, each of them headed by a Deputy Director: the Customer Management Area (CMA), the Linguistic and Logistics Area (LLA) and the European Trade Mark and Design Network Operation Centre (ETMDN OC) that lead the project described below.

The ETMDN OC was established to support the day-to-day operations, carry-out improvement projects, and maintain common tools and databases on behalf of the European Trade Mark and Design Network (ETMDN). It represents the back office of the ETMDN and assures the maintenance and proper functioning of existing shared tools and processes whilst striving for further improvements in terms of interoperability and data completeness in order to achieve maximum operational efficiency.

The ETMDN OC consists of four teams: Online Solutions, Common Tools, IP Rights Database Content Management, and Terminology Management. Each team has its corresponding tasks, but will work in a cross-functional manner, sharing expertise, experience and best practices across processes and projects to achieve common, as well as distinct objectives.

The primary mission of the Terminology Management team is to manage the content of the Harmonised Database (HDB) with particular focus to completeness, consistency and quality. The team will aim to improve the usage and predictability of the HDB. Moreover, the team will improve classification tools and collaborate with the National Offices by defining actions and activities in this area.

The successful candidate/s will be working within the Terminology Management team as Classification Expert for the team lead under the direct responsibility of the Deputy Director in charge.

**2. Key tasks and responsibilities**

The SNE will be responsible for providing necessary expertise for the processes to fulfil the objectives of the area, in particular:

- Provide expertise in the International Nice Classification System.

- Definition and assessment of terminology of goods and services.
- Analysis of goods and services database terminology content.
- Quality control of goods and service database entries.
- Goods and services database searching.
- Terminology conceptualisation.
- Goods and services terminology consistency analysis.
- Promotion of the Harmonised Database of Goods and Services (HDB) and goods and services related Common Tools and Online Solutions.
- Analysis, assessment and matching of lists of goods and services with database entries.
- Development of goods and services terminology attributes.
- Definition of data extraction specifications.
- Reporting, analysing and resolving errors and inconsistencies in goods and services databases.
- Comparative analysis of goods and services databases.
- Taxonomy analysis and taxonomisation of untaxonomised sources and entries.
- Proposals for advancements, developments and improvements of classification systems, taxonomy and related e-tools.
- Provide advice with regard to classification and/or procedural issues, including Absolute and Relative Grounds related with regard to projects run by the Department.
- Collaborating in the Knowledge Circles of the Office, in particular in the area of Classification, Procedures, Absolute Grounds and Relative Grounds..

### **3. Requirements**

#### **Educational references**

- University degree or equivalent professional experience.

#### **Professional experience (required)**

- Expertise in goods and services classification according to the International Nice Classification system.
- Experience in formulation and translation of goods and services definitions in accordance to the Nice Classification system.
- Experience in assessment of lists of goods and services based on the Nice Classification system.

#### **The following experience would be an advantage**

- Experience in revision work of Nice Classification, Taxonomy and/or HDB content.

- Experience searching in TMclass.
- Knowledge of the Harmonised workflow and working in TMC.
- Translation experience of goods and services terminology.
- Professional practice of trade mark proceedings, absolute and relative ground – especially goods and services scope of protection.
- Experience in project management and project support.
- Experience in professional communication, especially presentation, layout and documentation.

#### Other

- Knowledge at user level of Microsoft Office applications.

#### Corporate competencies (required for all OHIM's positions)

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and Problem Solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own workload efficiently;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment;

### 4. Languages

- **Required:** Very good knowledge of English (minimum C1 according to the Common European Framework of reference for languages).
- **Desirable:** Good knowledge of any other language of the European Union, especially one of the official languages of the Office, will constitute an advantage (minimum B2 according to the Common European Framework of reference for languages). The OHIM's official languages are: English, French, German, Italian, and Spanish.

### 5. General information

- The SNE will be located in OHIM's headquarters in Alicante, Spain.
- The secondment would last for a minimum of 1 year, renewable with a maximum of 4 years on a full-time basis. Exceptionally, a further extension of the secondment for a maximum of one additional year is possible at the end of the four-year period.

- Throughout the period of secondment, the national expert will remain employed by his/her current employer and will remain subject to the social security legislation applicable to that employer, who will assume responsibility for all social charges (Health, Pension, etc.).
- The administrative conditions of the secondment of a national expert to the OHIM are covered by the decision of the President of the OHIM No ADM 10-10 Rev available on the website of the Office: [www.oami.europa.eu](http://www.oami.europa.eu)

For any further information, please contact the mailbox:

[NationalExperts@oami.europa.eu](mailto:NationalExperts@oami.europa.eu)