



Call for interest – Seconded National Expert (SNE)
Expert on training on Intellectual Property

Ref: OHIM/16/095/SNE/ACA1

1. Background

Established in 2011, the OHIM Academy encompasses all the learning and educational activities for OHIM staff, staff of the intellectual property (IP) offices of the European Union, OHIM's stakeholder and non-EU IP professionals. Through its learning and knowledge sharing activities across the European Union and beyond, the OHIM Academy is a vital part of the European Trade Mark and Design Network.

The Academy is divided in two areas: the Learning Solutions & Projects and the IP & Knowledge Management Area.

IP and Knowledge Management: responsible for the IP Unit, the library and knowledge repository activities and the organisation of training activities;

Learning Solutions and Projects: responsible for non-IP related activities and Academy projects namely, the Pan-European Seal as well as the dissemination activities involving Universities and the implementation of learning activities identified for the Office's staff.

The OHIM's Academy is looking for a Seconded National Expert for an initial duration of 1 year. The successful candidate will be mainly working on IP and Knowledge Management.

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:

- To assist in the planning, creation and follow-up for the organization of learning activities related to learning/knowledge management for internal staff and external participants (i.e. National Offices, User Associations, Paralegals etc.), including compilation and analysis of results, statistics;
- To maintain and to enhance learning or training tools and working methods, making the most out of technologies, e-Learning and self-learning such as capable of cutting trainings into smaller pieces, but also of proposing enhancements to the existing video/audio means with other complementary options;
- To provide support to other Academy teams if and when requested by the management.

3. Requirements

Educational references

- University degree (or equivalent professional experience).

Professional experience (required)

- Expertise in organizing activities and events.
- Experience in drafting documents, reports and presentations.
- Experience in dealing with stakeholders.

The following experience would be an advantage

- Experience in delivering online training, such as webinars.
- Knowledge of electronic systems and online tools.
- Professional practice of intellectual property rights.
- 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 OHIM No ADM 10-10 Rev available on the website of the Office: www.oami.europa.eu

For any further information, please contact the mailbox:

NationalExperts@oami.europa.eu