

## VACANCY NOTICE

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| <b>POSITION TITLE</b>                | <b>INTELLECTUAL PROPERTY AND TECHNOLOGY<br/>TRANSFER SUPPORT STAFF (F/M)</b> |
| <b>SELECTION REFERENCE</b>           | <b>F4E/CA/FGIV/2016/0112</b>   |
| <b>GRADE</b>                         | <b>CONTRACT AGENT – FGIV</b>   |
| <b>LOCATION</b>                      | <b>BARCELONA, SPAIN <sup>1</sup></b>   |
| <b>VALIDITY OF THE RESERVE LIST</b>  | <b>31/12/2017</b>  |
| <b>CLOSING DATE FOR APPLICATIONS</b> | <b>25/11/2016 AT 12.00 NOON, BARCELONA GMT+1</b>                             |

Fusion for Energy seeks to establish a reserve list for the profile of Intellectual Property and Technology Transfer Support Staff.

Suitable candidates placed on the reserve list may be recruited upon decision of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

This reserve list may be used for recruiting candidates on other similar positions carrying the same profile as the one described in this notice.

The validity of the reserve list could be extended if the Appointing Authority so decides.

All the detailed information concerning the selection process may be found in the “Guide for applicants” published on the F4E website along with this Vacancy Notice.

### 1. RESPONSIBILITIES

The Intellectual Property and Technology Transfer Support Staff will work in the Market Intelligence Group within the Commercial Department and will report directly to the Group Leader of the Market Intelligence Group.

His/her work will include, among others:

- Provide assistance in developing technology transfer and intellectual property strategies for F4E’s research program;
- Provide assistance to develop and implement protocols for managing F4E IP portfolio according to the needs and objectives of the organization;
- Ensure accurate and timely data entry into the database of Intellectual Property assets that records information on the contracts signed by F4E;

<sup>1</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Cadarache (France) or Garching (Germany).

- Monitor the formalities to avoid the early disclosure of relevant IP information (peer review process) in the scientific and technical publications resulting from F4E activities;
- Provide support for the identification of innovations, preparation of FTO (“*freedom to operate*”) reports, making recommendations on patent filings, evaluating commercial value and negotiating licensing deals;
- Assist in the development and implementation of an educational program that would provide existing technical staff with a basic knowledge on Intellectual Property practice related to their work;
- Promote awareness of Intellectual Property by establishing and maintaining close ties with technical officers and contractors;
- Handle correspondence with contractors, patent attorneys, inventors and technical staff of F4E on matters related to the above mentioned activities;
- Act as liaison with F4E’s external firm of patent attorneys for the preparation and filing of patent applications and of any other intellectual property related matters;
- Prepare circulars and standard documents on administrative procedures related to the management of intellectual property at F4E.

## 2. GENERAL CONDITIONS

### A. ELIGIBILITY CRITERIA

A1. In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).
- Enjoy his/her full rights as a citizen.<sup>2</sup>
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties<sup>3</sup>.

A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

A level of education which corresponds to completed university studies of at least three years attested by a diploma

AND

In addition to the above, appropriate professional experience of at least one year, acquired after the university degree.

Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

A3. The candidate must possess a good command of English to the extent necessary to perform his/her duties and a thorough knowledge of another official language of the European Union<sup>4</sup>.

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<sup>2</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>3</sup> Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 82(3)(d) of the Conditions of employment of other servants of the European Communities.

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

- University degree in law or sciences, in particular in engineering or physics;
- At least 2 years of experience in intellectual property issues in, for instance, Technology Transfer Office, Research Department of an University, Intellectual Property Law Firm or similar;
- Good level of understanding of intellectual property, particularly relating to the process of patenting and patent law;
- Strong ability to efficiently and effectively manage multiple projects with varying priorities;
- Exceptional ability to develop and manage relationships with a variety of stakeholders and to work effectively towards consensus with a diverse group of decision-makers;
- Strong perseverance skills;
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Excellent verbal and written communication skills.

### **B2 Advantageous Selection Criteria**

- Experience with patent searching databases;
- Hands-on experience in technology transfer preferably in Technology Transfer Office;
- Experience in drafting license and other agreements and documents supporting technology transfer;
- Successful experience in evaluation together with inventors and contractors of invention disclosures for disposition;
- Strong negotiating and convincing skills;
- Ability to evaluate, project, market and license inventions effectively;
- Working experience in a European or international environment.

## **3. CONDITIONS OF EMPLOYMENT**

### **Commitment to promote equal opportunities**

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

**A contract offer will be made as a Contract staff member, pursuant to Article 3(a) of the Conditions of Employment of other servants of the European Communities.**

The candidate(s) placed on the reserve list may be recruited in the Function Group IV on a contract with an initial duration of three years, with possibility of renewal. The established reserve list may be used to fill similar positions at the same grade but for 3 year non-renewable contract agent 3(a) contracts. The probationary period is 9 months.

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<sup>4</sup> Before obtaining an employment contract for indefinite duration, contract agents in function group IV shall be required to demonstrate the ability to work in a third official EU language.

For more information on the selection process of Contract Agents and on the contractual and working conditions, please, refer to:

- **Guide for Applicants:**

- <http://fusionforenergy.europa.eu/careers/Documents/Annex%20to%20the%20VN.pdf>

- **Conditions of employment of Other Servants of the European Communities:**

- <http://eur->

- [lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF](http://lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF)

The successful candidate will be recruited in **function group IV (FG IV)**. The grade (13, 14 or 16) will be determined in accordance with the years of professional experience. **As an indication, the basic monthly salary, before any deductions or allowances for FG IV (grade 13 step 1) is currently 3.246,70 €.**

In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance.

For further information on remuneration for contract agents, visit:

<http://www.fusionforenergy.europa.eu/downloads/careers/Remuneration%20CA2016.pdf>

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, 'Fusion for Energy' may also reimburse various expenses incurred on recruitment, notably removal expenses.

The place of employment is **Barcelona, Spain**.

Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places: Garching (Germany) or Cadarache (France).

For reasons related to the 'Fusion for Energy' operational requirements, once the candidate receives the job offer, he/she may be required to be available at short notice (2 to 3 months).

#### **4. SUBMISSION OF APPLICATIONS**

The online application process starts upon clicking "**CLICK TO APPLY**" next to a vacancy of your interest on the Open Positions page:

<http://fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

**Please note that the online e-recruitment application tool is the *only* acceptable means of sending in job applications.** Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 2 documents:

- A detailed Europass curriculum vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

**Applications must be complete and validly submitted by the closing date for submission of applications**

**no later than 25/11/2016 at 12h00 noon, Barcelona GMT+1.**

### **Reimbursement of travel expenses**

Travel expenses incurred for tests will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview. After the submission of the required documents, the reimbursement of the travel expenses will occur in the 3 following months.

### **Protection of personal data - Privacy notice**

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure 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. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Applicants have the right to access and rectify their data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile **before the deadline for submission of the applications elapses.**

After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: [Resources-Controller@f4e.europa.eu](mailto:Resources-Controller@f4e.europa.eu)

**In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to: [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)**

**It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.**

**Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.**

### **Appeal and Complaint procedures**

Applicants that consider that he/she has been unfairly affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our [website](#).