



# VACANCY ANNOUNCEMENT

FY17-69T

*Issued by the JAS Human Resources Office - Tri-Missions, Brussels*

The U.S. Patent and Trademark Office at the U.S. Mission to the EU in Brussels is seeking an individual for the position of

## INTELLECTUAL PROPERTY ASSISTANT

- Open to:** All interested applicants.  
Click [here](#) to see the list of definitions
- Position:** Intellectual Property Assistant, FSN-7/FP-07\* - **trainee level**  
\* grade level FP-07 to be confirmed by Washington
- Opening Date:** September 27, 2017
- Closing Date:** October 15, 2017
- Work Hours:** Full-time
- Salary range:** Ordinarily residents (FSN-7): EURO 3,020 – 3,990 gross/month  
Non-ordinarily residents (EFMs) (FP-07): USD 35,364 – 60,512 gross/p.a.

**NOTE: THE SELECTED CANDIDATE MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AND MUST BE ABLE TO OBTAIN AND HOLD A SENSITIVE BUT UNCLASSIFIED (SBU) U.S. SECURITY CLEARANCE.**

### Basic Function of Position

Serves as the Program Assistant supporting the work of the U.S. Patent and Trademark Office, Intellectual Property (IP) Attaché, Brussels, Belgium with policy, advocacy, program management, administrative (including IT), budget, and miscellaneous duties. Duties include but are not limited to:

#### Program Support and Management

- Participates in the formulation of Post's action plan for the U.S. Patent and Trademark Office (USPTO)'s mission of promoting strong and balanced standards of IPR protection and enforcement in host countries and at the OECD. Identifies areas of interest to the U.S. Government (USG) and U.S. stakeholders. Engages with stakeholders and partners to ensure consideration of US perspectives.
- Monitors, analyzes, and reports on developments relating to IPR protection, enforcement, and administration. Conducts research, provides summaries on issues likely to affect US interests. Provides input on various IPR-related documents and contributes to reports and briefing materials.
- Coordinates meetings, roundtables, conferences, programs, seminars, etc. on Intellectual Property and related issues. Attends events and provides summaries. For US-hosted events, staffs on-site registration and provides other support.
- Serves as interpreter and note-taker for meetings held by the IP Attaché, local staff members and other U.S. officials.
- Manages travel of office members: researches travel and logistical options, develops budgets and itineraries, secures registrations and reservations, secures tickets, ensuring travel authorizations are in place, files vouchers and manages other travel-related documents and processes.
- Compiles daily and weekly reports, news and other updates.
- Maintains databases with office contacts, speaking engagements, meetings, events, etc.
- Manages the office's social media activities/presence, including populating relevant websites with information.

### Administrative Management

- Maintains files and calendars.
- Provides office management support and coordination with counterparts in Embassies and Missions worldwide and at USPTO headquarters, to ensure that reporting, financial, and office management obligations are met in a timely manner.
- Completes time and attendance reports for office team members.
- Maintains and administers office inventory.
- Works with Systems Administrator to support IT needs of the office.

### Budget Management

Responsible for administering budgetary and procurement needs of the USPTO office.

- Prepares, monitors, reviews, and analyzes annual budgets, in coordination with the Budget Analyst.
- Monitors expenses and payment procedures.
- Maintains and updates expense records, prepares requests for petty cash reimbursements and obtains appropriate signatures/authorizations.
- Prepares purchase order requests.
- Conducts market research and recommends potential vendors for programs and other needs.

### Miscellaneous Support

Ensures that office equipment is functioning properly at all times.

Ensures that supplies are fully stocked and available for use.

Perform other duties as relevant to the operation and functioning of the office.

## **Qualifications Required**

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** College degree in law, finance, management, communications, business, economic/trade, or international affairs/history.
- 2. Experience:** Minimum two years of progressively responsible experience in program, financial, office, or administrative management, or other position that demonstrates a high degree of autonomy, responsibility, and organizational skill.
- 3. Language Requirements:** Speaking, reading, and writing: Level IV (fluency) in English and level III (good working knowledge) in one other EU language.
- 4. Job Knowledge:** Awareness of and ability to discuss intellectual property, trade, international affairs, and current EU political and legislative developments. Knowledge of program management, budget and fiscal, logistics, records management, etc. Sound background in computer/IT and Internet operations, with an emphasis on word processing, database management, and social media,
- 5. Skills and Abilities:** Ability to communicate effectively, to conduct research and prepare communications and reports, and to collect and represent data in support of the Office's mission. Ability to work with a wide range of colleagues and stakeholders, including senior officials and executives, sometimes in high-pressure situations. Ability to meet deadlines and assist others in meeting deadlines. Ability to understand and apply applicable laws, regulations, and guidelines and to otherwise effectively engage in matters and activities related to budget, procurement/contracting, inventory, and facilities management. Must be organized and diligent, provide outstanding customer service to internal and external clients, and must possess initiative and problem-solving skills.

## **Selection Process**

Qualified U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans receive preference in hiring. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **Additional Selection Criteria**

### **How to Apply**

Interested applicants for this position must submit the following:

### **PREFERRED OPTION:**

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

**TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE**

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

**PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS**

**PLUS**

Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Submit Application to**

<http://belgium.usembassy.gov/jobs.html>

**CLOSING DATE OF THIS POSITION: OCTOBER 15, 2017**

The three U.S. Missions in Belgium provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.