



# VACANCY ANNOUNCEMENT

FY17-56

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

The U.S. Patent and Trademark Office (USPTO) at the U.S. Mission to the EU in Brussels is seeking eligible and qualified applicants for the position of

## INTELLECTUAL PROPERTY SPECIALIST

- Open to:** All Interested Applicants  
[Click here to see the list of definitions](#)
- Position:** Intellectual Property Specialist, FSN-11/FP-04
- Opening Date:** July 26, 2017
- Closing Date:** August 15, 2017
- Work Hours:** Full-time
- Salary Range:** Ordinarily resident (OR): (FSN-11): EURO 5,261 – 6,952 gross/month  
Not-Ordinarily resident (NOR): FP-04\* – USD 54,069 – 92,217 gross/p.a.  
\*Final grade/step for NORs will be determined by Washington

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### MAIN DUTIES AND RESPONSIBILITIES

Job holder is the principal advisor on all aspects of Intellectual Property Rights (IPR) for the institutions of the European Union, the European Court of Justice, the European Patent Office, the Member States of the European Economic Area and the Organization for Economic Cooperation and Development (OECD) in Paris. Duties include but are not limited to:

#### USPTO Program Design and Management

Participates in the formulation of Post's action plan for USPTO's mission of promoting strong and balanced standards of IPR protection and enforcement in the host countries and at the OECD. Identifies IPR issues to be advocated for by the U.S. Government (USG) in host countries. Participates in the formation of the USPTO headquarters Master Action Plan for Europe, and provides input into the IP Enforcement Coordinator (IPEC) Joint Strategic Plan, and Special 301 review of nominated countries. Works with host governments and assesses, strategizes, and identifies solutions to improve IPR regimes. Is key advisor at briefing sessions with U.S. officials and business executives on IPR issues in Europe and the OECD. Works with the Ambassador, the team at Post, and the regional team at USPTO headquarters to coordinate advocacy of USG positions on key IPR issues in the region.

#### Monitoring, Reporting, and analysis

Monitors, analyzes, and provides expert-level reporting on legislative and policy developments relating to IPR protection, enforcement, and administration. Monitors, analyzes, and provides expert-level reporting on judicial and administrative decisions relating to IPR protection, enforcement, and administration, by reviewing judgments at the European Court of Justice and in EEA Member States' Supreme Court, Appellate, and District Court levels. Conducts independent research on complex legal issues and host government policies, and provides summaries on issues likely to affect US interests. Assists with IPR programming and advocacy in the region, including in trade agreement negotiations, and provides comments for incorporation in official USG responses to pending host country legislation or other structural legal amendments. Prepares briefing materials for high level USG officials. Drafts IPR toolkits

and other documents to help stakeholders and U.S. businesses understand the laws and regulations of the host countries.

#### Outreach, Contacts, and Developing Tools for Supporting Overall Activities of USPTO in the Region

Develops and maintains contacts with senior officials in EU institutions and EEA host governments and maintains contact with USG officials in Embassies and Consulates in Europe. Advises and assists in identifying areas of cooperation, organizes and attends meetings with government officials and industry representatives, providing support and serving as interpreter.

#### Capacity Building, Education, and Programs

Identifies opportunities and partners, arranges and participates in programs to educate stakeholders about IPR issues. Delivers lectures and prepares speeches for USPTO and other USG officials.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Master's degree in law, international relations, economics, public policy, communications, intellectual property issue areas, or equivalent.
- 2. EXPERIENCE:** Minimum five years of progressively responsible experience in European IPR, Business, Government, or NGOs in the fields of intellectual property, e-commerce, international trade, trade promotion, economics, and/or economic research. Minimum one year of experience in program or budget management.
- 3. LANGUAGE:** Level IV (fluency) in English and level IV (fluency) in one other EU language (speaking, reading, and writing); level III (good working knowledge) in a third EU language (speaking and reading).
- 4. SKILLS AND ABILITIES:** Ability to multi-task and innovate to address the widest range of legal and management issues. Ability to give prompt and substantive advice; lead, manage, and motivate teams. Good negotiation skills and strong inter-personal skills. Strong communication skills, orally and in writing, and ability to render advice with detachment and objectivity. Must be able to work independently, and must be a team player.
- 5. JOB KNOWLEDGE:** General knowledge of the U.S. and European economies and commercial structure. General knowledge of the principles governing protection of IPR and of the international agreements governing IPR. Knowledge of relevant laws and regulations and adherence to IPR standards of protection and enforcement across Europe. Familiar with workings of the European Patent Office, EU IPO, European Court of Justice.

### **SELECTION PROCESS**

When qualified, applicants who are U.S. citizen Eligible Family Members (USEFMs) are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Hiring Preference Order:

- (1) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive but Unclassified (SBU) security clearance.
5. Candidates who are EFM, USEFM, AEFMS, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

#### **HOW TO APPLY:**

Applicants must submit the following documents to be considered:

#### **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**

Eligible Family Member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

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 must be included in the application package.

#### **WHERE TO APPLY:**

<https://be.usembassy.gov/embassy/jobs>

#### **CLOSING DATE OF THIS POSITION: AUGUST 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.