



**CPVO · OCVV**

Community Plant Variety Office  
Office Communautaire des Variétés Végétales

# VACANCY NOTICE

**Reference:** CPVO/2024/TA/01

**Open position:** Selection procedure for the position of Process and Digital Transformation Officer AD6 (TA2f) position

## 1. The CPVO

The Community Plant Variety Office (CPVO) is an independent EU Agency that was established by Council Regulation (EC) No 2100/94 on 27 July 1994. The CPVO is responsible for the management of the Community Plant Variety Rights System. This system provides protection with an intellectual property right for new plant varieties on European Union level. The mission of the CPVO is to deliver and promote an efficient Intellectual Property Rights system that supports the creation of new plant varieties for the benefit of Society.

## 2. The position

The Process and Digital Transformation Officer is a critical role within the CPVO, entrusted with the responsibility of enhancing operational efficiency through the implementation of lean methodologies, business process management best practices, and digital transformation initiatives.

This position demands a high level of collaboration across various agency units to streamline workflows, integrate state-of-the-art digital solutions, and manage change processes effectively, all while ensuring alignment with the agency's strategic objectives.

The role embodies a commitment to fostering and nurturing a culture of continuous improvement and innovation to enhance operations excellence.

This function is aligned with the CPVO Strategic Plan 2022-2026 accessible [here](#).

### 2.1. Profile

The CPVO wishes to recruit a highly motivated and well-qualified staff member, who under the authority of the Head of Digital Transformation Unit, will work as Process and Digital Transformation Officer.

The ideal candidate should be a dynamic leader, capable of championing continuous improvement culture, driving process optimisation and coordinating/supporting ensuing digital transformation initiatives. We are looking for an individual with a proven track record in streamlining operations, implementing digital solutions and managing change.

The successful candidate will have excellent communication skills and the ability to work effectively with cross-functional teams. To thrive in this role, the ideal candidate will possess excellent analytical skills, a client-focused mindset and demonstrate a keen attention to detail, while maintaining a big-picture perspective.

### 2.2. Duties

- Spearheading the identification, thorough analysis, and strategic (re)design of business processes by employing advanced lean tools and methodologies, with the goal of enhancing operational efficiency.
- Taking the lead in – or supporting the orchestration and implementation of digital transformation initiatives, ensuring their alignment with the agency's strategic objectives and long-term goals.
- Actively collaborating with various organizational units to promote and achieve a high standard of operational excellence, creating synergies across different areas of the organization.

- Developing, instituting and maintaining a set of key performance indicators (KPIs) to accurately assess and continually track the efficiency and effectiveness of operational processes.
- Fostering an organizational culture that is deeply rooted in continuous improvement and innovation, inspiring and motivating staff to embrace and contribute to these principles.
- Engaging proactively with stakeholders at all levels to understand and address their concerns, while also gathering insights and requirements for Lean and Digital transformation initiatives.
- Conducting comprehensive evaluations of transformation initiatives to understand their impact on the overall performance of the organization and the user experience, and making data-driven recommendations for future improvements.
- Providing well-considered, strategic advice and insights to the Head of the Digital Transformation Unit, aiding in informed decision-making and the development of forward-thinking policies.

### 3. Qualifications & experience required

To be considered eligible for selection, the applicant must meet by the closing date of this call, the following formal requirements:

- Completed university studies of at least 3 years attested by a diploma<sup>1</sup> in the field of Business Administration or Management, Computer Science, Engineering, Data Science or Analytics, or related fields.
- Be a national of a Member State of the European Union<sup>2</sup>;
- Have a thorough knowledge of one of the languages of the European Union<sup>3</sup> and a satisfactory knowledge of another EU language;
- Entitlement to full rights as a citizen;
- Have fulfilled any obligations imposed by national laws concerning military service;
- Be physically fit to perform duties linked to the post<sup>4</sup>.

#### 3.1. Selection criteria

In the application candidates must indicate that they fulfill the criteria here-under

##### 3.1.1. Essential (mandatory)

- Demonstrable experience of at least three years<sup>5</sup> in a role that, while not necessarily exclusively focused on process optimization, includes significant responsibilities in optimizing processes within the scope of

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<sup>1</sup> A level of education which corresponds to completed university studies of at least five years attested by a diploma in a field relevant to the position and appropriate professional experience of at least one year OR a level of education which corresponds to completed university studies of at least four years attested by a diploma in a field relevant to the position.

<sup>2</sup> The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.

<sup>3</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish

<sup>4</sup> Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers in order that the CPVO may be satisfied that he/she fulfils the requirement of article 82 point 3(d) of the Conditions of Employment of Other Servants of the European Communities

<sup>5</sup> Professional experience acquired after the completion of the minimum studies identified in point 3 "Qualifications & experience required"

broader job functions. This experience should showcase the candidate's proficiency in identifying and implementing process improvements as part of their role, contributing to successful transformation projects or programs and driving meaningful organizational changes.

- Proven expertise in applying lean methodologies and business process management to streamline operations and enhance efficiency. This includes a demonstrated ability to identify process inefficiencies, devise strategic solutions, and implement these methodologies effectively within an organization.
- A robust understanding of digital technologies coupled with hands-on experience in their application to improve and modernize business processes.
- Demonstrated ability to effectively mentor, develop, and coordinate teams, particularly in situations where team members from various units are temporarily assigned to kaizens and other transformation projects. This requires a special talent for motivating individuals to contribute enthusiastically, even when the tasks at hand may not directly align with their regular roles or immediate team objectives.
- A proven history of successfully implementing and managing initiatives that promote continuous improvement within an organization. Candidates should be able to showcase specific examples where their initiatives have led to tangible improvements in operational processes, organizational culture, or overall business performance.

### **Competencies**

- Possesses an in-depth understanding of business process management and the principles of efficiency enhancement. Demonstrates a proficient use of lean methodologies to optimize operations, minimize waste, and significantly enhance overall organizational performance.
- Maintains a current knowledge of the latest technological trends, particularly in the field of artificial intelligence (AI) and/or process automation.
- Exhibits advanced skills in stakeholder engagement at all levels to facilitate smooth and effective change processes.
- Highly skilled in leading and motivating teams during complex transformational processes. This includes fostering a collaborative environment that encourages innovative thinking, agile mindset and structured problem-solving, readying the organisation for evolving business challenges.
- Demonstrates a strong ability in developing, implementing, and monitoring process controls and performance indicators (KPIs) to pinpoint areas for improvement accurately and measure the success of initiatives.
- Shows a high level of resilience and adaptability, with the capacity to maintain strategic focus and composure in the face of challenges, changes, and ambiguous situations.

### **Languages**

- Excellent knowledge of English: spoken and written skills equivalent to level C1 or higher level for working purposes

### **3.1.2. Advantageous**

- A Master's degree in Business Management, Engineering, Computer Science, or a closely related field. This advanced academic qualification should reflect a deep understanding of theoretical and practical aspects relevant to the role.
- Advanced qualifications or certifications in lean management, such as a Lean Six Sigma Green Belt, and other relevant process and project management certifications. These should demonstrate a high level of expertise and commitment to operational excellence.
- A minimum of 10 years of verified professional experience, with at least 5 years in a role overseeing both onshore and offshore multidisciplinary teams. This experience should highlight leadership skills and the ability to manage diverse, geographically dispersed teams effectively.

- Relevant experience in the Intellectual Property (IP) sector, particularly in areas similar to the operations of the Community Plant Variety Office (CPVO).
- Demonstrates exceptional initiative as a self-starter, coupled with a strong capacity for autonomous decision-making, indicating an ability to independently identify opportunities, navigate challenges, and drive projects to successful completion without extensive guidance.
- Proficient exposure to and familiarity with Agile methodologies and principles, reflecting a modern approach to project management and team collaboration.
- Adequate knowledge of a prominent programming language to facilitate interaction with technical teams and automation tools.
- Satisfactory knowledge<sup>6</sup> of additional languages of the European Union, demonstrating the ability to work effectively in a multilingual and multicultural environment.

#### 4. Selection procedure

The selection procedure includes the following steps:

- Only duly completed applications (i.e. CV and Motivation Letter) submitted electronically within the deadline will be taken into consideration;
- Each duly completed application will be examined with a view to establishing that the candidate meets all eligibility criteria;
- Eligible applications will be evaluated by the appointed Selection Committee based on selection criteria defined in this vacancy notice. Depending on the number of applications received, the Selection Committee may apply stricter requirements within the selection criteria noted above;
- The best-admissible candidates will be short-listed for interview, written tests and computer-based test;
- Interviews and written tests will be in English and online, via MS Teams;
- Candidates will be required to sit a written examination to test the knowledge specific to the post and there will be a computer-based testing to test general skills;
- During the interviews, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question;
- Before the day of interviews candidates will be requested to present documents detailing citizenship, studies and professional experience, in particular:
  - a copy of their identity card, passport or other official document specifying citizenship;
  - a copy of their diploma certifying the required level of academic qualifications;
  - documentary evidence of professional experience, clearly indicating starting and finishing dates.

Copies of these documents will be retained by the CPVO.

- If at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.
- The Selection Committee will place the most suitable eligible candidates<sup>7</sup> on a draft reserve list. This draft will be submitted to the Appointing Authority (AIPN) for approval. The adopted reserve list will be valid for 24 months. The validity of this list may be extended.
- Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However inclusion of candidates on the reserve list does not guarantee recruitment.
- Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the CPVO (e.g. a second interview with the President and /or senior management of the CPVO).
- Inclusion on a reserve list does not imply any entitlement to employment in the CPVO.

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<sup>6</sup> At least at the level B2, according to the Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>7</sup> On the basis of the criteria listed under point 3 above

- The AIPN (the President of the CPVO) will appoint the selected jobholder from the reserve list, taking into account the establishment of a gender balanced, geographically diverse organisation.

Please note that:

- The internal proceedings of the Selection Committee are confidential and any contact with its members is strictly forbidden. Soliciting on behalf of a candidate can lead to immediate disqualification.
- For applications to be valid, candidates must be made through the CPVO electronic recruitment portal, which can be found on the CPVO web site: <http://www.cpvo.europa.eu/main/en/home/about-the-cpvo/vacancies>
- Applicants are requested not to attach any supporting documents at this stage, e.g. copies of ID cards, diplomas, evidence of previous professional experience, etc. Only candidates invited to an interview will be asked to present copies of these documents for verification. Applications will not be returned to candidates but will be kept on file by the CPVO in line with its data protection guidelines.
- Incomplete applications will automatically be excluded from the selection procedure.
- The time span between the closing date for the submission of applications and the end of the process to short list candidates for the interview may take several weeks.

## 5. Conditions of employment

The successful candidate will be offered a contract in grade AD6 under Article 2f of the Conditions of Employment of Other servants of the European Communities, subject to a nine-month probation period. The duration of the contract will be four years and may be renewed not more than once for a fixed period. Any further eventual renewal will be for an indefinite contract. Contract renewals are based on the performance, needs of the service and under the rules of the Staff Regulations.

The place of employment is Angers (France), where the CPVO is based. For reasons related to the CPVO's operational requirements, the chosen candidate will be expected to be available at short notice.

The job holder shall work in a multicultural environment where social dialogue between management and staff is regarded as vital. The CPVO is fully computerised and working time is flexible according to the current rules in place.

The normal working week is 40 hours. The jobholder is expected to start **as soon as possible**.

### Work-life balance

We offer flexible working arrangements: CPVO allows its staff to work within a perimeter of 350 km and 4 hours of car from Angers, while respecting the provisions applicable to its working conditions.

Teleworking from abroad is also possible, with a maximum of days established per year, aiming at helping our staff manage their personal and professional commitments effectively.

For more information about our working conditions and why join the CPVO candidates can consult our career page ([here](#)).

## 6. Remuneration

Successful applicants who are offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AD 6 grade, according to the length of their professional experience. The basic net monthly salaries for Temporary Agents in grade AD 6, as of 1 January 2024, are:

- Step 1: € 5 753.12 (without expatriation allowance) and € 6 944.57 (with expatriation allowance)
- Step 2: € 5 965.67 (without expatriation allowance) and € 7 207.19 (with expatriation allowance)

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The applicable step and gross basic salary

could be higher depending on the length of experience of the chosen candidate. Salaries are subject to tax at source but are exempt from national taxation. Deductions are also made for medical insurance, pension and unemployment insurance. Please note that the correction coefficient weighting for France is currently equal to 119,5.

## **7. Independence & declarations of interest**

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

## **8. Equal opportunities**

CPVO is an equal opportunities employer and accepts applications without distinction on the grounds of sex, racial or ethnic origin, religion or belief, age or sexual orientation, marital status or family situation. All applicants to selection procedures will be given an equal opportunity to demonstrate their abilities. The staff members are recruited on the broadest possible geographical basis from among nationals of all Member States of the European Union.

## **9. Closing date for applications: 16 April 2024**

## **10. Starting date: as soon as possible**

## **11. Review-Appeal-Complaints**

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Board, instigate and appeal procedure or file a complaint with the European Ombudsman. Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. If at any stage of this selection procedure applicants consider that their interests have been prejudiced by a particular decision, they may take the following action:

### **11.1. Requests for further information or for review**

Send a letter requesting further information or a review and stating your case to:

**For the attention of the Chair of the Selection Board**

**CPVO/2024/TA/01**

**CPVO/OCVV**

**3 Boulevard du Maréchal Foch**

**CS 10121**

**F-49101 Angers CEDEX 2**

within a month of being notified the decision regarding the selection procedure. The Selection Board will send a reply as soon as possible and not later than within a month.

### **11.2. Appeal procedures**

Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, at the following address:

**For the attention of the Chair of the Selection Board**

**CPVO/2024/TA/01**

**CPVO/OCVV**

**3 Boulevard du Maréchal Foch**

**CS 10121**

**F-49101 Angers CEDEX 2**

The time limit for initiating this type of procedure (see Staff Regulations as last amended by Council Regulation (EC, Euratom) No 1023/2013 (OJ L 287 of 29 October 2013 p.15 – <http://www.europa.eu/eur-lex>) starts to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by the Selection Board is not subject to review by the Court unless the rules which govern the proceedings of the Selection Board have clearly been infringed.

### **11.3. Complaints to the European Ombudsman**

Like all citizens of the European Union, applicants can make a complaint to the:

**European Ombudsman**

**1 avenue du Président-Robert-Schuman – BP 403**

**67001 STRASBOURG CEDEX**

**France**

under Article 228 of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994, p. 15) and amended by its decisions of 14 March 2002 (OJ L 92 of 9 April 2002, p. 13) and 18 June 2008 (OJ L 189 of 17 July 2008, p. 25).

Please note that complaints made to the Ombudsman have no suspensive effect to the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## **12. Protection of personal data**

The Community Plant Variety Office (as the body responsible for organising the selection procedure) will ensure that applicants' personal data are processed in line with Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC). This applies in particular to the confidentiality and security of such data. For further information on Data Protection at the CPVO, please refer to the dedicated page on the website ([Data protection | CPVO \(europa.eu\)](#)), or contact [dpc@cpvo.europa.eu](mailto:dpc@cpvo.europa.eu).