

WIPO



VACANCY ANNOUNCEMENT No. P1916

WORLD INTELLECTUAL PROPERTY ORGANIZATION GENEVA

PROFESSIONAL CATEGORY

CLOSING DATE FOR RECEIPT OF APPLICATIONS: **June 23, 2008**

<i>Position title:</i>	<i>Level (Grade)</i>	<i>CCOG</i>	<i>Duty Station</i>	<i>Date for entry on duty</i>	<i>Duration of appointment</i>
Assistant Administrative Officer	P.2	I169 1.A	Geneva	As soon as possible after closing date	Fixed-term contract for two years, with possibility of extension

Organizational unit:

WIPO Library and Collection of Laws Section
WIPO Worldwide Academy and Division of Human Resources Development
Office of Strategic Planning and Policy Development and the
WIPO Worldwide Academy

Principal duties

Under the supervision of the Head of the WIPO Library and Collection of Laws Section, the incumbent shall perform the following tasks:

- submit proposals to the Head of the Section in the development, updating and maintenance of the WIPO Collection of Laws for Electronic Access (CLEA), full-text database of intellectual property-related legislative texts;
- assist the Head of Section in the integration of the paper-based Law Collection into the collection of WIPO's library collection, in particular into the historical collection;
- contribute to the integration of the Collection of Laws into the WIPO Library services;
- draft correspondence to relevant national authorities to obtain missing data and/or to seek concurrence with WIPO translated texts, prior to their publication;
- extract, transfer, disseminate and archive legislative texts received in paper and electronic form for the WIPO Collection of Laws, download texts from legislative texts from trusted sites (WTO, web sites of Industrial Property Offices);
- participate in the CLEA publication planning, manage the statistical follow-up of the CLEA publishing process;
- assist in coordinating the preparation and editing of bibliographic entries for the CLEA database; where necessary, prepare and edit bibliographic entries, define links between the legal texts;
- assist in the improvement and use of the database;
- liaise with the Translation Department, coordinate the review of translated texts before their transmission for approval to the national authorities and before their publication on CLEA;
- draft correspondence, internal memoranda, and carry out research, as required, in relation to the above points, reply to mail and e-mail related to the Law Collection;
- perform other related duties, as required.

This vacancy is open to applicants of either sex. **Applications from qualified women candidates are encouraged.** The conditions governing employment are defined in the Staff Regulations and Staff Rules of WIPO. They follow generally those of the United Nations common system, and include tax-free salary and allowances, five-day week, annual leave of 30 working days, participation in pension scheme and medical benefit scheme. WIPO staff members may be assigned to any activity or office of the Organization.

Qualifications required

- University degree in business administration, law or computer science or related discipline.
- At least three years of professional relevant experience gained in working in related fields.
- Excellent knowledge of English or French and a good knowledge of the other language. Ability to work in additional languages (in particular in Spanish) would be an advantage.
- Ability to establish and maintain effective internal and external working relationships with people on different levels in a multicultural environment.
- Experience in managing databases would be an advantage.

Nationality: other qualifications being equal, preference is given to candidates who are nationals of one of the Member States of WIPO and the candidates from regions of the world from which the number of WIPO staff is insufficient.

Age limit: less than age 55 at the date on which the appointment takes effect.

Medical examination: initial appointment is subject to a satisfactory medical examination.

The position is graded at level P.2 and carries at that level net base salary per annum from US\$ 46,549 to US\$ 59,967 (with dependants) or from US\$ 43,662 to US\$ 55,924 (without dependants). Appointments from outside the United Nations common system are normally at step 1 of the grade. Salary increments are subject to satisfactory service. Post adjustment, which is subject to change without notice, on initial salary step is, per annum: US\$ 44,507 (with dependants) or US\$ 41,746 (without dependants). Salaries and allowances are paid in Swiss francs at the official rate of exchange of the United Nations. The Organization reserves the right to make an appointment at a grade lower than that advertised.

Applications: If you wish to apply, you can download the application form from our website address, as indicated below. If you do not have Internet access, you should write to the Human Resources Engagement and Development Section for an application form. Before submitting an application form, please read carefully the **Guidelines for Applicants**. Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post. A separate copy of the application form should be submitted for each competition. In all correspondence, **please quote the vacancy announcement number** indicated above (in this case: **P1916**).

Application forms, duly completed and accompanied by a passport-size photograph, must reach WIPO by the closing date, as indicated above.

Address: Please address your application to the Human Resources Engagement and Development Section, WIPO, 34, chemin des Colombettes, 1211 Geneva 20, Switzerland; **Tel.:** +41 22 338 91 11; **Fax:** +41 22 338 98 20; **e-mail:** staff.engagements@wipo.int; **Internet:** www.wipo.int

Date of issue of the vacancy announcement: April 28, 2008