

WIPO



VACANCY ANNOUNCEMENT No. P1927

WORLD INTELLECTUAL PROPERTY ORGANIZATION GENEVA

PROFESSIONAL CATEGORY

CLOSING DATE FOR RECEIPT OF APPLICATIONS: **October 16, 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>
Senior Industrial Property Information Officer	P.4	1228 I.G.02	Geneva	As soon as possible after closing date	Fixed-term contract for two years, with possibility of extension

Organizational unit:

**Standards and Documentation Section
Classification and Industrial Property Standards Service
Sector of the PCT and Patents, Arbitration and Mediation Center,
and Global Intellectual Property Issues**

Principal duties

Under the supervision of the Head of the Standards and Documentation Section (SDS), the incumbent has the following principal duties:

- participating in the development and implementation of WIPO's program in the field of industrial property information and documentation, in particular by assisting the Head of the Section with issues related to the SDS work program and activities;
- providing administrative support and participating in the preparation of documents and proposals for consideration by the Standing Committee on Information Technologies (SCIT) and its Standards and Documentation Working Group (SDWG), as well as in the representation of the International Bureau in meetings of such bodies and the preparation of parts of their reports;
- leading discussions of task forces established by the SCIT Plenary and the SDWG, including the preparation of materials and proposals for consideration by task force members;
- monitoring developments in information technologies concerning industrial property information and documentation, including Internet and database technologies, and liaising with the IT Division and other units dealing with industrial property information matters;
- taking part in the preparation of documents and other publications on design and development of systems for the exchange and dissemination of industrial property information;
- ensuring the preparation of WIPO Standards and other materials contained in the *WIPO Handbook on Industrial Property Information and Documentation* for a regular review, update and publication in a web-based environment and other media;
- preparing information, training and promotional materials to enhance the worldwide knowledge and use of WIPO Standards;
- providing advice and assistance to intellectual property authorities of WIPO member countries in matters relating to WIPO Standards and industrial property information;
- representing WIPO at meetings of this and other organizations on questions relating to WIPO Standards and industrial property information; taking part in seminars or training courses by making written and oral presentations on those matters;
- assisting the Head of the SDS in the discharge of other tasks falling within its terms of reference.

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 a relevant field of science or technology, or qualifications equivalent to such a degree.
- Extensive general knowledge of the industrial property system. Excellent knowledge of industrial property information and documentation. Experience in working with WIPO Standards is highly desirable. At least nine years of relevant professional experience in or related to the field of industrial property information and documentation.
- Sound knowledge of, and experience in the use of, web-based publication and search technologies.
- Capacity for critical analysis and for drafting documents aimed at both discussion and publication, as well as communication skills and the ability to work as part of a team.
- Excellent knowledge of English or French and a good working knowledge of the other language. The ability to work in other languages such as Russian or Spanish 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 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.4 and carries at that level net base salary per annum from US\$ 67,709 to US\$ 88,332 (with dependants) or from US\$ 63,052 to US\$ 81,705 (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\$ 62,170 (with dependants) or US\$ 57,895 (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: **P1927**).

Application forms, duly completed and accompanied by a 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