



JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO)

Chiffre Nr. 2026-2-33

I. General Information

Post Title:	JPO - Associate Program Officer
Organization/Office:	World Intellectual Property Organization (WIPO)
Department:	Regional and National Development Sector (RNDS)
Division :	Projects Team
Location :	Geneva, Switzerland
Duration:	Two years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme three years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Organizational context

a. Organizational Setting

This JPO assignment is located in the Projects Team, in the Regional and National Development Sector at WIPO.

The Sector provides a diplomatic, political and operational gateway for all Member States (MSs) of the Organization; facilitating two-way communication and cooperation across WIPO; supporting MSs in the development and implementation of policy in the context of effective IP

ecosystems; and strengthening the capacity of MSs and stakeholders in the use of IP as a tool for growth and development. The RNDS Projects Team is a dynamic unit focused on delivering impactful, time-sensitive projects with strategic thinking and expertise.

The team ensures each project is customized to meet the specific needs of MS, driving lasting and transformative change for the beneficiaries. These activities are provided in close cooperation with relevant Sectors within WIPO. They are aimed at facilitating the use of IP by creators and innovators for social, cultural and economic development.

b. Purpose Statement

The JPO provides support to the effective implementation of the programs and activities under the RNDS Projects Team by supporting the development and implementation of specific, targeted, and strategic projects that focus on utilizing intellectual property for development, addressing the needs of Member States, and advancing the Organization's mandate. Additionally, the incumbent must perform a range of specialized administrative and operational tasks to facilitate the efficient delivery of the team's work.

c. Reporting Lines

The JPO works under the supervision of the Manager, RNDS projects.

III. Duties and Responsibilities

The JPO performs the following principal duties:

- a) Provide substantive input and advice to the design and management of IP initiatives in the RNDS Projects Team which support businesses, creators, innovators, and communities to generate value through IP in a results-oriented, timely, cost effective and efficient manner.
- b) Prepare and compile documentation to support project development, coordination, monitoring, and evaluation; carry out a variety of administrative and operational tasks related to the implementation of team activities, utilizing WIPO's financial and administrative systems.
- c) Assist RNDS project team members in the development of projects by gathering and summarizing background information, analysing the local context, and drafting inputs for project proposals, planning documents and monitoring implementation.
- d) Support the efficient organization of all project-related information within the database, ensuring easy accessibility, up-to-date accuracy, and streamlined data management to facilitate informed decision-making and effective collaboration among the team.
- e) Initiate and produce data and information collection and assist in the preparation of the Team's managerial reports including program and budget proposals, program performance reports, and the annual budget and work plan.

f) Participate in official missions or meetings, provide information and support with respect to project management and procedures for monitoring and reporting, draft comments on designated project aspects, and recommend activities for the Division's program.

g) Perform other related duties as required.

IV. Requirements

Education:

Essential:

Master's Degree law, international relations, communication studies, public administration or other social sciences.

Experience:

Essential:

At least 3 years of relevant professional experience in project management or development cooperation.

Desirable:

Experience in the field of intellectual property.

Languages:

Essential:

Excellent written and spoken knowledge of English.

Desirable:

Knowledge of other United Nations languages.

Job Related Competencies:

Essential:

- Substantive knowledge and practical experience in project design, implementation and monitoring.
- Excellent drafting skills.
- Sound judgment, with the capacity to swiftly assess complex and rapidly changing situations and developments.
- Advanced organizational and coordination skills for effective time, task and resource management.
- Detail oriented with the ability to work quickly and efficiently under pressure.
- Strong interpersonal skills with the ability to foster and sustain effective partnerships and working relations in a multi-cultural environment, demonstrating sensitivity and respect for diversity.
- Discretion and integrity.
- Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the Internet.

Desirable:

- Knowledge of the UN system and its procedures, particularly with respect to the coordination and planning.

V. Learning Elements and training components

During this JPO assignment, the JPO will develop key skills in project management and intellectual property by supporting the design and implementation of IP initiatives within an international organization. They will gain experience in preparing documentation, managing projects using financial and administrative systems, and organizing data effectively. The role will enhance their research, analytical, drafting, and reporting abilities, while providing exposure to stakeholder communication and teamwork in multicultural, international settings. Overall, the JPO will build a strong foundation in operational coordination, strategic planning, and the execution of impactful projects in a global context.

V. Organizational Competencies

1. Communicating effectively.
2. Showing team spirit.
3. Demonstrating integrity.
4. Valuing diversity.
5. Producing results.
6. Showing service orientation.
7. Seeing the big picture.
8. Seeking change and innovation.
9. Developing yourself and others.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2026-2-33 auf dem Bewerbungsbogen**