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## Junior Professional Officer Program (JPO)

### General Information

<b>Title:</b>	<b>Junior Professional Officer</b>
<b>Organization:</b>	<b>World Intellectual Property Organization (WIPO)</b>
<b>Department:</b>	Copyright Law Division; Copyright and Creative Industries Sector
<b>Country and Duty Station:</b>	Geneva, Switzerland
<b>Duration:</b>	<b>2 years with possibility of extension for another year.</b> 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 two 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).

### **1. Organizational context**

#### (a) Organizational Setting

The post is located in the Copyright Law Division of the Copyright and Creative Industries Sector. This Division is responsible for the implementation of WIPO's strategic goal concerning the balanced evolution of the multilateral framework for intellectual property in the area of copyright and related rights. The Division provides assistance to Member States in drafting and updating their national copyright and related rights legislation as well as

becoming party to and implementing the WIPO copyright and related rights treaties. The incumbent works as part of a team of lawyers that facilitates discussions and normative outcomes for the international law of copyright and related rights by acting as the Secretariat for the Standing Committee on Copyright and Related Rights (SCCR). The team also advises Member States in the development of balanced legislative, regulatory and policy frameworks in this area, including with respect to copyright and related rights in the digital environment.

(b) Purpose Statement

The main role of the incumbent is to undertake analysis and research on specific legal issues related to copyright and related rights, provide assistance to Member States in drafting and updating their national legislation and becoming contracting parties to the WIPO copyright and related rights treaties, and provide secretariat services to the

Standing Committee on Copyright and Related Rights (SCCR).

(c) Reporting lines

The incumbent works under the supervision of and would be mentored by the Director of the Copyright Law Division and the senior legal counsellors in the Division.

## **2. Duties and responsibilities**

The incumbent performs the following principal duties:

- a) Assists in planning and preparing drafts of legal documents related to copyright and related rights, including papers, studies, memoranda, correspondence, and others as requested;
- b) Assists in drafting legislative advice in English related to international and national copyright and related rights protection, particularly with respect to the implementation of WIPO-administered treaties, and assists in providing requested advice to WIPO Member States on these topics;
- c) Supports and carries out preparatory arrangements for result-oriented conferences, seminars, workshops and other activities convened by the Division, and prepares drafts of reports on these activities;
- d) Prepares for and participates in conferences, seminars, workshops and other activities at an appropriate level, including drafting and/or delivering presentations on

WIPO copyright and related rights treaties and related international and national subjects for a wide variety of audiences;

- e) Carries out legal research on subjects related to international and national copyright and related rights, including topics related to copyright in the digital environment;
- f) Contributes to the preparation of internal WIPO reports and other administrative documents in English for the Division;
- g) Performs other related duties as required.

### **3. Requirements**

#### **Education:**

##### **Essential:**

**Master's Degree** in Law, Master of Laws/LL.M., State Examination in Law or related field.

##### **Desirable:**

Specialization in intellectual property law.

#### **Experience:**

##### **Essential:**

2-3 years of relevant professional legal experience in the public or private sector.

##### **Desirable:**

Experience conducting legal research in the field of intellectual property.

Project management training or experience.

#### **Languages:**

##### **Essential:**

Excellent knowledge of written and spoken English.

## **Desirable**

Good knowledge of another UN language.

### **Knowledge, skills and competencies:**

#### **Essential**

Ability to design and conduct research and analyze defined aspects of legal issues.

Ability to present information clearly and logically in English in written and oral form.

Ability to organize and coordinate projects or aspects of projects in order to work toward defined results.

Ability to establish priorities for oneself and others and to plan work assignments in order to meet strict deadlines.

Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the internet.

#### **Desirable**

Knowledge of legal principles of copyright and related rights law.

Knowledge of WIPO copyright and related rights treaties.

Good knowledge of project management techniques, including planning, implementation and monitoring.

## **4. 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)**

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