

JD ID:
Position:
Taleo Requisition ID:
CCOG:

**Associate Legal Officer
(Junior Professional Officer)**

Patents and Treaties Law Section
Patent and Technology Law Division
Patents and Technology Sector

Category and Grade: P2

1. Organizational Context

The position is located in the Patents and Treaties Law Section (PTLS) of the Patent and Technology Law Division (PTLD) in the Patents and Technology Sector (PTS).

The PTLD is responsible for the implementation of WIPO's strategic goals concerning the balanced evolution of the international normative framework for intellectual property (IP) in the area of patents, utility models, trade secrets, and layout designs of integrated circuits.

The PTLS facilitates the normative development of the international law in the above fields of IP at all levels of the normative hierarchy, including the administration of certain patent-related treaties administered by WIPO. Through the provision of comprehensive and reliable information, the Section also assists Member States in the development of balanced legislative and policy frameworks and practices.

Under the supervision of the Head of the PTLS, the main role of the incumbent is to conduct legal research and analyses on various issues related to patents, utility models, trade secrets and layout designs of integrated circuits. The incumbent also assists in targeted projects relating to trade secrets and the intersections of IP law and emerging technologies.

2. Duties and responsibilities

The JPO performs the following principal duties:

- (a) Carry out research work on various topics in the assigned work area, perform comparative analyses of national/regional legislation and practices, and provide input as well as prepare initial drafts of working documents for WIPO technical committees and bodies, and contribute to guides, legal opinions and other documents pertaining to the functions and activities of the work unit;
- (b) Assist in organizing and implementing training and awareness-raising activities, seminars and workshops in the working area of the PTLS;
- (c) Participate as a member of the Secretariat of the WIPO Standing Committee on the Law of Patents), and at other meetings organized by the unit;
- (d) Participate in conferences and meetings organized by Member States, intergovernmental organizations and non-governmental organizations;
- (e) Reply to general correspondence and inquiries and provide advice on general legal questions concerning the law of patents, utility models, trade secrets and layout designs of integrated circuits; and
- (f) Perform other related duties as required.

3. Requirements

Education (Essential)

First-level university degree in law, science or engineering.

Education (Desirable)

Specialization in intellectual property law.

Where the first level university degree is not in law, an advanced university degree in law or at least four years of relevant professional experience in the field of patent law and practice.

Experience (Essential)

At least three years of relevant professional experience in the field of intellectual property law, with practice in the public or private sector.

Experience (Desirable)

Experience in the field of patent law and practice.

Languages (Essential)

Excellent knowledge of English.

Languages (Desirable)

Working knowledge of any other official UN languages.

Job Related Competencies (Essential)

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

Knowledge of legal principles of intellectual property law.

Ability to draft legal texts in a clear, concise and logical manner.

Ability to communicate complex legal issues in written and oral forms.

Organizational skills with the ability to work within strict deadlines.

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

Competent user of Microsoft Office applications, including Word, Excel, Outlook and PowerPoint, and the ability to adapt quickly to new software.

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.