

JD ID:  
Position:  
Taleo Requisition ID:  
CCOG:

**Assistant Program Officer  
(Junior Professional Officer)**

Building Respect for IP Division  
Global Challenges and Partnerships Sector  
Category and Grade: P2

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**1. Organizational Context**

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**a. Organizational Setting**

The position is located in the Building Respect for IP (BRIP) Division, in the Global Challenges and Partnerships Sector. The Division is responsible for fostering international cooperation among Member States and other stakeholders to build respect for IP and to enforce IP rights in the interest of social-economic development and consumer protection. With this aim, the Division, inter alia, facilitates international policy dialogue on building respect for IP and IP enforcement, including in cooperation with other relevant international organizations, and provides assistance to Member States in the areas of coordination, legislation, training and awareness-raising

**b. Purpose Statement**

The JPO will assist in undertaking duties linked to the Strategic Assistance and Awareness Activities of the BRIP Division and mainly aimed at promoting a culture of respect for intellectual property through awareness-raising.

**c. Reporting Lines**

The JPO works under the supervision of the Legal Counsellor, Strategic Assistance and Awareness, Building Respect for IP Division.

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**2. Duties and responsibilities**

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The JPO will perform the following principal duties:

- a) Provide targeted strategic support to Member States, upon request, in delivering impactful awareness-raising initiatives. This includes facilitating needs assessments, conducting in-depth research and analysis, identifying tailored approaches, and developing comprehensive plans. The objective is to foster a deeper appreciation of the benefits of intellectual property, highlight the harms caused by counterfeiting and piracy, and drive meaningful shifts in public

perception and behavior;

- b) Develop awareness raising tools, materials, guides or other resources, both for use by WIPO and for provision to stakeholders for their use in awareness raising efforts, as required;
- c) Plan, develop and implement awareness-raising activities for the Division's capacity building programs;
- d) Identify opportunities and propose measures to strengthen cooperation with WIPO Member States, other intergovernmental organizations, non-governmental organizations and civil society, with a view to creating synergies and promoting joint activities and public-private partnerships to build respect for IP;
- e) Draft briefing notes and other administrative documents in the area of awareness raising, including contributing to internal and external reporting for the Advisory Committee on Enforcement (ACE) and other reporting mechanisms;
- f) Contribute to the BRIP Division's communication strategy, including by updating and developing its dedicated webpages and preparing social media posts, as required;
- g) Perform other related duties as required.

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### **3. Requirements**

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#### **Education (Essential)**

First-level university degree in law, communication, international relations or other relevant discipline.

#### **Experience (Essential)**

At least one year of relevant professional experience in the area of communication and outreach in intellectual property matters.

#### **Language (Essential)**

Excellent written and spoken knowledge of English.

#### **Languages (Desirable)**

Knowledge of one other United Nations language.

#### **Knowledge (Essential)**

Good knowledge of the international intellectual property system.

#### **Job Related Competencies (Essential)**

Analytical skills and ability to evaluate information needs and provide appropriate and targeted information.

Excellent time management and organizational skills. Ability to work on own initiative and as a member of a team.

Excellent written and spoken communication and interpersonal skills and ability to develop and maintain effective partnerships and working relations in a multicultural environment with sensitivity and respect for diversity.

Organizational skills with the ability to work quickly and accurately under pressure in order to meet strict deadlines.

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

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#### **4. Learning Elements**

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During this assignment, the JPO will acquire skills and knowledge associated with building respect for intellectual property (IP) and IP enforcement in an international context, including international cooperation with Member States and other stakeholders, capacity-building and public awareness-raising initiatives.

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#### **5. Organizational Competencies**

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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.