

JD ID:
Position:
Taleo Requisition ID:
CCOG:

**Associate Program Officer
(Junior Professional Officer)**

ABC Secretariat, Copyright Management Division
Copyright and Creative Industries Sector
Category and Grade: P2

1. Organizational Context

a. Organizational Setting

The post is located in the Accessible Books Consortium Secretariat of the Copyright Management Division, Copyright and Creative Industries Sector and is based at WIPO HQ in Geneva, Switzerland.

The [Accessible Books Consortium \(ABC\)](#) was established in June 2014 to implement the goals of the [Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled](#). ABC is a public–private partnership led by the World Intellectual Property Organization (WIPO) that brings together key stakeholders. The Marrakesh Treaty benefits persons who are blind, have low vision, are dyslexic or have mobility impairments that impact their ability to read the printed word (“people who are print disabled”).

ABC’s goal is to increase and make available books in accessible formats (such as braille, audio and e-text) through three main activities:

- ABC Global Book Service (“the Service”), which is a centralized catalogue of over one million accessible format books in 80 languages available for cross-border exchange under the framework of the Marrakesh Treaty;
- training and technical assistance provided in developing and least developed countries for the production of accessible format books, which are then delivered to students who are print disabled;
- the promotion of inclusive publishing practices with publishers.

ABC has an Advisory Board that is currently comprised of the representatives of 16 organizations, which meet with the ABC Secretariat regularly.

b. Purpose Statement

The JPO will assist in the three main activities of the Accessible Books Consortium including the ABC Global Book Service, training and technical assistance, as well as the promotion of inclusive publishing practices.

c. Reporting Lines

The JPO works under the supervision of the Head, ABC Secretariat and in close collaboration with the members of the ABC Secretariat, including the Program Management Officer, the Library Sciences Expert and the Training and Technical Assistance Project Manager.

2. Duties and responsibilities

The JPO performs the following principal duties:

- (a) Expand the number of Authorized Entities (AEs) in the ABC Global Book Service, as well as promote the increased utilization of the Service, including through the integration of new AE collections of accessible format copies in the ABC catalogue. Maintain and monitor the ongoing data-harvesting and file exchange of the current AE collections of accessible format copies. Prepare relevant communications to prospective and current AEs, as well as provide training sessions to AEs in how to use the Service.
- (b) Assist in the scoping, establishment and implementation of ABC training and technical assistance projects in developing or least developed countries, with the objectives of producing educational titles from the national curriculum in accessible formats and delivering to students who are print disabled. This would include exploring possible partnerships with NGOs in the field, as well as the drafting of relevant template agreements, work plans and information documents and procedures.
- (c) Participate in the promotion and deployment of ABC partners' software, including [TCS-WIPO Access Infinity library management software](#) and the [Dolphin EasyReader application](#).
- (d) Prepare and review documents or presentations for events, meetings/ teleconferences with ABC Advisory Board members, other stakeholders, as well as Member State delegates and other government officials.
- (e) Assist the Head, ABC in the implementation of the main activities of the Accessible Books Consortium.
- (f) Perform other related duties as required.

3. Requirements

Education

Essential

First level university degree in law, international relations, business, information technology or related discipline.

Desirable

Certification in project management.

Experience (Essential)

At least 3 years of relevant professional experience in the public or private sector in project management.

Experience working within a multi-stakeholder and multi-cultural environment.

Desirable

Sound knowledge of ABC activities.

Understanding of challenges faced by people who are blind, visually impaired or are otherwise print-disabled, particularly in low income countries.

Knowledge and understanding of accessible format standards and the assistive technology used by people who print disabled.

Knowledge and understanding of Web Content Accessibility Guidelines (WCAG)

Experience working in a library.

Knowledge and experience with the implementation of database solutions for business needs.

Languages**Essential:**

Excellent knowledge of written and spoken English.

Desirable:

Knowledge of other UN languages, particularly French and Spanish.

Job-related competencies**Essential**

Ability to multi-task under tight deadlines, with an attention to detail.

Demonstrated ability to deliver results within a set time period.

Sound political judgment working in a multicultural environment.

Excellent ability to synthesize and present information clearly, accurately and logically, both orally and in writing, for different audiences.

Commitment and dedication to the humanitarian objectives of the Marrakesh Treaty and ABC, as well as sensitivity to disability related issues.

Ease, flexibility and tact in personal contacts at all levels.

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

4. Learning Elements

During this assignment, the JPO will acquire:

- Knowledge related to the key provisions the Marrakesh Treaty, including broader copyright matters;
- Skills in managing an extensive library for the blind, including knowledge about accessible formats, cataloguing, metadata standards and assistive technology used by people who are print disabled;
- Managerial experience in implementing complex training and technical assistance projects in low-income countries;
- Experience in writing, presenting and promoting the Marrakesh Treaty and Accessible Books Consortium to different audiences.

5. 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.