

JD ID:  
Position:  
Taleo Requisition ID:  
CCOG:

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

TISC Development Section  
Technology and Innovation Support Division  
IP and Innovation Ecosystems 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 TISC Development Section of the Technology and Innovation Support Division in the IP for Innovators Department, IP and Innovation Ecosystems Sector. The Department is responsible for supporting researchers, innovators, universities and research institutions to use IP as a tool for growth and sustainable development. The Section is responsible for ensuring the sustainable development of Technology and Innovation Support Centers (TISCs).

**b. Purpose Statement**

The main role of the post is to contribute to the developing and delivering capacity development support to TISCs in patent search and to fostering cooperation with national TISC focal points.

**c. Reporting Lines**

The incumbent works under the supervision of the Head of the Section.

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**2. Duties and responsibilities**

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The JPO performs the following principal duties:

- (a) Contribute to assessing capacity development needs among Technology and Innovation Support Centers (TISCs) and to identifying effective solutions for addressing these needs, in particular in the area of patent search.
- (b) Develop and improve training resources and reference materials related to patent search, in particular to reinforce the knowledge and skills of TISC staff in this area.
- (c) Participate as a resource person in training seminars with a view to reinforcing the knowledge and skills of TISC staff, in particular in the area of patent search.
- (d) Maintain contacts with TISC focal points and TISC host institution managers to support

the effective planning, implementation, and monitoring and evaluation of development projects to establish and build TISCs.

- (e) Perform other related duties as required.

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### **3. Requirements**

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

First-level university degree in science, engineering, or related field.

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

At least three years of relevant professional experience in intellectual property and/or innovation.

#### **Experience (Desirable)**

Experience in scientific research and/or patent search.

Experience in teaching and/or delivering training.

Experience working in and/or with institutions in developing countries.

#### **Languages (Essential)**

Excellent written and spoken knowledge of English.

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

Knowledge of other United Nations languages, in particular Spanish.

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

Ability to communicate information clearly, both orally and in writing.

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

Excellent interpersonal skills and the 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.

#### **Job Related Competencies (Desirable)**

Knowledge of patent search, in particular state of the art search and/or patentability search.

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### **4. Learning Elements**

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This assignment will provide the incumbent with experience working in the area of development and intellectual property in an international environment. It will also provide the incumbent with the opportunity to develop their knowledge of patent search and skills in developing and delivering training and in stakeholder coordination.

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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.