

Job Vacancy: Copyright and Related Rights Officer

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The African Regional Intellectual Property Organization (ARIPO) (hereinafter referred to as “the Organization”), is an Intergovernmental Organization, which was established at Lusaka, Zambia, in 1976 by an Agreement concluded under the auspices of the United Nations Economic Commission for Africa (UNECA) and the World Intellectual Property Organization (WIPO).

Background of the Organization

The Organization was created, inter alia, to promote the development of intellectual property laws appropriate to the needs of its members, establish common services and training schemes, and assist its members in the acquisition and advancement of technology and the advancement of common views on Intellectual Property (IP) matters.

The Organization grants and administers IP titles on behalf of the Member States and provides IP information to its clientele in the form of search services, publications and awareness creation. Membership of the Organization is open to all Member States of the African Union (AU) or of the United Nations Economic Commission for Africa (UNECA).

The present members of the Organization are: **Botswana, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Sierra Leone, Somalia, Sudan, Swaziland, Uganda, United Republic of Tanzania, Zambia and Zimbabwe.** (Total: 19 states)

The organs of the Organization are:

- (a) the Council of Ministers, consisting of ministers who are responsible, in the Member States for the administration of intellectual property matters;
- (b) the Administrative Council consisting of heads of offices, in the Member States, dealing with the administration of intellectual property; and
- (c) the Secretariat (the Office of ARIPO) headed by the Director General as the principal executive officer of the Organization.

Applications are invited from suitable candidates to be considered for appointment to the post of Copyright and Related Rights Officer, on a fixed-term contract of two years (renewable), the full description of which is as follows:

Principal Duties:

Under the supervision of the Head of Copyright and Related Rights, the Copyright and Related Rights Officer will carry out the following tasks:

- (a) Undertake assigned activities in accordance with the IP Ecosystem for growth strategy and annual work plan
- (b) Research and compile information for policy development
- (c) Assist in the provision of support to the Member States in work related to ARIPO’s existing mandate and Copyright and Related Rights treaties
- (d) Assist in the development of training courses to foster creativity and the utilization of Copyright and Creative Industries by the Member States and other relevant stakeholders
- (e) Assist in the development of proposals to strengthen existing partnerships on capacity building, awareness raising and revenue mobilization

- (f) Assist in strengthening the Collective Management Organizations in ARIPO Member States
- (g) Participate in capacity building and knowledge sharing activities within the Organization and amongst its stakeholders to foster creativity, innovation and the utilization of Copyright and Related Rights by the Member States and other relevant stakeholders
- (h) Compile relevant data and statistics
- (i) Prepare relevant reports on Copyright and Related Rights programmes and the utilization of the approved budget
- (j) Perform relevant delegated tasks

Minimum qualifications required

- Bachelor's Degree (Honours) in Law/Social Science/Communications/ Cultural Studies/Arts
- Master's Degree in Intellectual Property is a distinct advantage
- 3 Years post qualification experience in the Intellectual Property field
- Proficiency with Microsoft Office suite and other relevant packages
- Project management, monitoring and evaluation capability
- Strong Communication, stakeholder engagement, relationship building and reporting skills
- Excellent time management, organisational and research skills
- Ability to work under pressure whilst remaining adaptable and flexible
- Judgment, organizing, problem solving, analysis and decision making skills
- Strong knowledge of IP

Nationality: To be eligible for appointment, candidates must be nationals of a Member State of the Organization.

Duty Station: Harare, Zimbabwe

Conditions of Employment:

Conditions of employment shall be subject to the ARIPO Staff Rules and Procedures or be determined by the Administrative Council of the Organization.

Salary and allowances on first appointment shall be those applicable to Grade L-1 STEP 1 of the ARIPO salary scales of the professional category.

Base Salary: US\$27,918 per annum.

Post Adjustment Allowance: Depending on the rise and fall, in value, of the United States dollar, a post adjustment index which is presently 46.4% of base salary is applied as a cost of living allowance.

Dependency Allowances: US\$900 per year for a dependent child. Maximum number of children three (3).

Other conditions include:

- Payment of travel and removal expenses,
- Once off Installation grant
- Education grant up to a maximum of three children
- Housing allowance,
- Contributory medical insurance scheme
- Annual leave of 30 working days
- Paid home leave every two years.

Medical Examination: The appointment is subject to a satisfactory United Nations type medical examination to be conducted by an ARIPO nominated medical practitioner.

Other Conditions of Service: Other terms and conditions of service shall be subject to the ARIPO Staff Rules and Procedures or be determined by the Administrative Council of the Organization.

Applications: Applicants should submit detailed curriculum vitae indicating pertinent personal data, two-passport size photographs and accompanied by certified copies of relevant certificates and names and addresses of two persons from whom references can be obtained.

Applicants should indicate in their personal data, the following:

- i) family name and first names;
- ii) date and place of birth;
- iii) nationality and detailed present address;
- iv) full names, relationship, sex and date of birth of dependents;
- v) language abilities both written and spoken;
- vi) educational background (main subjects, institutions, diplomas or degrees and marks of merit;
- vii) employment record (present or most recent employment, previous employment);
- (viii) any other relevant information.

Applications should be sent to:

The Director General

African Regional Intellectual Property Organization

11 Natal Road, Belgravia

P O Box 4228

HARARE

Zimbabwe

Email: vacancies@aripo.org

Deadline for submission of Applications: 28 February, 2018.

(Please note that applications received after the deadline will not be accepted and that ARIPO does not charge a fee at any stage of the recruitment process).

Only shortlisted candidates will be contacted.