

The International Centre for Trade and Sustainable Development (ICTSD)

Position:	Programme Officer on Intellectual Property (100%)
Description:	<p>ICTSD is implementing an integrated information, dialogue and research programme on international trade, intellectual property rights and sustainable development through a series of initiatives aimed at enhancing cross-disciplinary understanding and participation among the diverse stakeholders working in these areas.</p> <p>The Intellectual Property Programme Officer will work as part of a small team under the overall supervision of the Programme Manager on Intellectual Property to assist with the design and implementation of projects under the ICTSD Programme on Intellectual Property and Sustainable Development.</p>
Main responsibilities:	<ul style="list-style-type: none"> ▪ <u>Project development</u>: provide substantive inputs in the design of new activities; develop assist in the development funding proposals and preparation of tentative budgets. ▪ <u>Implementation of intellectual property programme</u>: provide substantive inputs in the project implementation phase, prepare terms of reference, manage consultants, undertake research, and convene dialogues and conferences; ▪ <u>Programme coordination</u>: undertake all necessary administrative tasks, arrange project evaluation and write of project reports; ▪ <u>Communications and publications</u>: Prepare articles on IP-related issues for ICTSD publications such as Bridges Monthly and Bridges Weekly, edition and quality review of written outputs of the programme and coordinate and update the web portal "IPRsonline.org"; ▪ <u>Outreach and networking</u>: Represent ICTSD in relevant meetings, identify potential partners and key stakeholders to be involved in ICTSD's activities, interact with relevant institutions, and ensure appropriate dissemination of project outputs.
Requirements:	<p>The candidate for this position should possess the following abilities:</p> <ul style="list-style-type: none"> ▪ Master Degree in international law, economics, political science or science policy. ▪ Broad understanding of WTO/WIPO and issues related to intellectual property and sustainable development, including public health and climate change. ▪ A minimum of 3-5 years of relevant work experience is desirable.
Skills	<p>The candidate for this position should possess the following skills:</p> <ul style="list-style-type: none"> ▪ Excellent writing and analytical skills, including the ability to express complex concepts in language accessible to non-specialist audiences; ▪ Excellent organisational skills and ability to work in parallel on multiple projects and meet tight timeframes; ▪ Excellent computer skills; knowledge of website use - in particular uploading documents - would be an asset. ▪ Excellent knowledge of English and good knowledge of either French or Spanish. ▪ Ability to work in a multicultural environment, with highly diverse external audiences and as part of a team.
Contract:	<ul style="list-style-type: none"> ▪ Duration: minimum 1 year; with possibility of renewal depending on funding availability and need. ▪ Please send your application before to jobs@ictsd.ch, including a cover letter, a CV and a writing sample).