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WIPO Coordination Office in New York, External Relations Division, Global Issues Sector

Grade - P5

Contract Duration - 2 years*

Duty Station : US-New York

Publication Date : 20-Mar-2018 Application Deadline : 17-Apr-2018, 11:59:00 PM

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE: please note that the deadline for applications is indicated in local date and time.**1. Organizational Context****a. Organizational Setting**

The post is located in the WIPO Coordination Office, New York, of the External Relations Division. The role of the WIPO Coordination Office in New York is to promote WIPO's increased visibility, engagement and interaction with the United Nations (UN) system in New York. Working in close collaboration with the Intergovernmental Organizations and Partnerships Section (IOPS) of the Division, and with other programs of the Organization, the WIPO Coordination Office in New York contributes to the overall organizational strategic goal of establishing WIPO as the global forum addressing the interface between IP and global public policy issues. The Office is responsible for promoting WIPO's engagement with the UN and related stakeholders in New York and Washington DC where it is of greatest relevance and impact, and to follow and seek to positively influence developments in the UN in New York which may affect the work of the Organization. The Office is responsible for coordinating WIPO's engagement and partnership with the UN in New York to support more broadly the achievement of WIPO's Strategic Goals.

b. Purpose Statement

The main role of the incumbent is to contribute to the overall organizational strategic goal of establishing WIPO as the principal UN forum addressing the interface between IP and global public policy issues, and to manage the Office effectively to deliver its expected results.

c. Reporting Lines

The incumbent works under the supervision of the Director, External Relations Division.

2. Duties and Responsibilities

The incumbent will perform the following principal duties:

- a. Manage and coordinate WIPO's effective participation in and valued contribution to the work of different UN fora, processes and negotiations and ensure timely and meaningful reporting on deliberations and outcomes.
- b. Strengthen WIPO's relationship with key intergovernmental and non-governmental organizations in New York and organize, coordinate and facilitate contacts and cooperation with different Sectors of the WIPO Secretariat.
- c. Identify, design and develop initiatives and projects with key intergovernmental partners based in New York that could promote WIPO's mandate and status as the global authority on intellectual property issues.
- d. Support the work, treaties, services and initiatives of WIPO through networking, outreach and advocacy activities with institutions, universities, foundations, private sector and industry groups in New York.
- e. Collaborate with colleagues in various sectors of WIPO Headquarters to provide advice and assistance to ensure WIPO's effective engagement with partners and stakeholders in New York with a view to strategically promote WIPO activities at the UN New York, and ensure timely and effective reporting and information sharing with WIPO Headquarters on developments of relevance and importance to the work and mandate of the Organization.
- f. Manage the work and the human and financial resources of the New York Office.
- g. Other duties as may be required.

3. Requirements

Education**Essential**

Advanced university degree in international relations, political science, law, social science or other relevant discipline. A first-level university degree plus an additional two years of relevant professional experience in addition to the essential experience mentioned below may be accepted in lieu of the advanced university degree.

Experience**Essential**

At least 12 years of professional work experience in international relations, including in the field of intellectual property and in an international organization.

Language**Essential**

Excellent written and spoken knowledge of English.

Desirable

Good knowledge of French.

Job Related Competencies**Essential**

Excellent knowledge of the UN system, processes and negotiations.

Strong diplomatic skills and sound political judgment.

Ability to interact and manage relations with a range of actors, including WIPO stakeholders.

Excellent managerial skills and ability to provide leadership and motivate staff.

Ability to communicate effectively both orally and in writing; presentation skills. Proactive in developing strategies to accomplish objectives and accountability in delivering results.

Excellent interpersonal skills and 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.

4. 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.

5. Information

Mobility: WIPO staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities, office or duty station of the Organization. Accordingly, the selected candidate may be required to move from time to time to new functions and/or to another duty station.

Annual salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figures quoted below are based on the **March 2018** rate of **66.9%**

P5	
Annual salary	\$84,721
Post adjustment	\$56,678
Total Salary	\$141,399
Currency USD	

Please refer to [WIPO's Staff Regulation and Rules](#) for detailed information concerning salaries, benefits and allowances.

Additional Information

* Initial period of two years, renewable, subject to satisfactory performance. No fixed-term appointment or any extension hereof shall carry with it any expectancy of, nor imply any right to, (further) extensions or conversion to a permanent appointment.

This vacancy announcement may be used to fill other posts at the same grade with similar functions in accordance with Staff Rule 4.9.5.

Applications from qualified women as well as from qualified nationals of unrepresented Member States of WIPO and underrepresented geographical regions are encouraged. Please click on the following links for the list of [unrepresented Member States](#) and the list of [underrepresented regions](#) and the WIPO Member States in these regions.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of employment with WIPO at a later date, if that employment resulted from such willful misrepresentations.

In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

Additional testing/interviewing may be used as a form of screening. Initial appointment is subject to satisfactory professional references.

Additional background checks may be required.

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