



JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO) Chiffre Nr. 2024-2-49

I. General Information

Post Title:	JPO- Associate Legal Officer
Organization/Office:	World Intellectual Property Organization (WIPO)
Department:	Brands and Designs Sector
Division :	Madrid Legal Division
Location :	Madrid, Spain
Duration:	Two years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Organizational context

(a) Organizational setting

The post is located in the Madrid Legal Division of the Madrid Registry, Brands and Designs Sector.

The Madrid Legal Division is responsible for fostering accessions to the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks (the Madrid Protocol) and

for providing legal advice in relation thereto. The Division provides information and advice to the Offices of Contracting Parties, to right-holders and to the International Bureau on the use, implementation and functioning of the Madrid System for the International Registration of Marks (the Madrid System).

The Madrid Legal Division is also responsible for the development of the legal framework of the Madrid System to ensure that it better meets the requirements of Offices and users.

(b) Purpose statement

The main role of the incumbent is to undertake analysis and research on specific legal issues and to provide information and assistance to Offices of Contracting Parties and to the users of the Madrid System.

(c) Reporting lines

The incumbent works under the supervision of the Director of the Madrid Legal Division.

III. Duties and Responsibilities

The incumbent will perform the following principal duties:

- (a) Provide input to the formulation of legal advice and information concerning accession to, or ratification of, the Madrid Protocol and on its functioning and use.
- (b) Reply to general correspondence, enquiries and customer complaints on issues requiring an analysis of the Madrid System legal framework.
- (c) Carry out research on specific topics and analyze defined aspects of legal instruments; present conclusions of analysis for consideration of supervisor.
- (d) Draft and provide input to legal instruments, revisions to legal instruments and to other legal texts related to the Madrid System.
- (e) Provide input into the review or development of policies, procedures, practices and business solutions of the Madrid Registry.
- (f) Draft and provide input to documents for the Working Group, the Madrid Union Assembly and other meetings.
- (g) Participate in the Working Group, the Madrid Union Assembly and other meetings as part of the Secretariat.
- (h) Participate in internal and external training courses, seminars and information meetings; prepare and deliver training and presentations.
- (i) Perform other related duties as required.

IV. Requirements

Education:

Essential:

Master's Degree in Law, Master of Laws/LL.M., State Examination in Law or related field.

Work experience:

Experience:

Essential:

2-3 years of professional legal experience in the public or private sector.

Languages:

Essential:

Excellent written and spoken knowledge of English.

Desirable:

Knowledge of other UN official languages.

Knowledge, skills and competencies:

Essential:

Knowledge of the international IP system.

Ability to design and conduct research and analyze defined aspects of legal issues.

Ability to draft legal texts.

Ability to present clearly and logically in written and oral form.

Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

Excellent analytical and problem-solving skills.

Excellent organizational and time management skills.

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

V. Learning Elements and training components

During this JPO assignment, the JPO will work at an international organization in a multicultural environment during which s/he will have the opportunity to develop their legal research, analytical and drafting skills.

The JPO will also have on the job training opportunities on the various legal and operational processes, practices, systems and tools used in the Madrid Registry, and will be eligible to enroll for various training opportunities with the agreement of the supervisors

V. 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

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2024-2-49 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de