



**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS TO APPLY  
FOR THE FOLLOWING VACANCY**

**SENIOR OFFICER INTELLECTUAL PROPERTY RIGHTS**

**Background**

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27<sup>th</sup> Summit in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Officer Intellectual Property Rights**. This position reports to Assistant Director Competition, Consumer Protection and Intellectual Property Rights Division, ASEAN Economic Community Department.

### **Duties and Responsibilities:**

- Provide support to the meetings in the area of intellectual property rights which include the ASEAN Working Group on Intellectual Property Cooperation, Task Forces, Working Groups and related Heads of Intellectual Property (IP) Offices Meetings with Dialogue Partners;
- Provide pre-meeting support in respect of preparing agenda, reports, summaries, talking points, information/policy/discussion papers and related documents;
- Provide post-meeting support in terms preparing project proposals, review of the implementation of programs and propose follow-ups;
- Provide support as a resource person or facilitator for meetings, brainstorming sessions, workshops, seminars and similar activities;
- Draft papers, briefing notes, speeches and inputs for ASEAN Sectoral bodies and ASEC management as required;
- Liaise at the intra- and extra-ASEAN levels, and provide intra- and extra-ASEAN coordination services in support of meetings of ASEAN bodies, as and when required;
- Engage proactively with relevant stakeholders in ASEAN, which include, among others, ASEAN and ASEAN+1 private sector bodies, to develop IP programmes and manage the design/development, implementation, monitoring and evaluation of technical assistance programs and projects;
- Provide policy and technical advice and recommendations in respect of IP; and
- Conduct on the job training and provide professional guidance and direction to staff.

### **Qualifications and experience:**

- Postgraduate degree in Business, Economics, Law, Engineering/Science or other appropriate specialist discipline.
- Supervisory experience, within a management position with a minimum six (6) years high-level experienced in intellectual property rights.
- Demonstrate strong competency, experience and high-level technical and policy skills/knowledge in intellectual property rights, especially in the areas of patents, patent-related international treaties, genetic resources/traditional knowledge issues, and international trade/economic law, preferably in an IP office environment.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN vision and ideals;
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Competency in use of IT applications/databases and other computer applications.

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of USD 3,385 and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

**How to apply:**

Send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) highlighting your suitability and potential contribution to the position together with a **detailed CV**, **certified true copies of educational certificates**, and **complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer IPR.**

Application documents should reach the ASEAN Secretariat by **17 November 2017**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)

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