



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

**SENIOR OFFICER
INTELLECTUAL PROPERTY RIGHTS**

**COMPETITION, CONSUMER PROTECTION &
INTELLECTUAL PROPERTY RIGHTS DIVISION**

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 27th Summit 2015. The ASEAN Community Vision 2025 calls 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 Minister of ASEAN with basic functions 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 centre 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**, under the Competition, Consumer Protection & Intellectual Property Rights Division.

Duties and Responsibility:

Reporting to Assistant Director (ADR)/Head of Competition, Consumer Protection & Intellectual Property Rights Division, the Senior Officer shall be responsible to:

1. Provide policy and technical support and recommendations in respect of IP.
2. Serve as a resource person or facilitator for meetings, brainstorming sessions, workshops, seminars and similar activities.
3. 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.
4. Provide support to the meetings in the area of intellectual property rights which include but not limited to the ASEAN Working Group on Intellectual Property Cooperation, Task Forces, Working Groups and related Heads of IP Offices Meetings with Dialogue Partners.
5. Provide pre-meeting support in respect of preparing agenda, reports, summaries, talking points, information/policy/discussion papers and related documents.
6. Provide post-meeting support in terms preparing project proposals, review of the implementation of programs and propose follow-ups in line with identified needs including but not limited to the implementation of the:
 - ASEAN Intellectual Property Action Plan (2016-2015) and its revised versions and successor programs or action plans;
 - the ASEAN IPR Enforcement Action Plan and
 - other IP initiatives and activities identified and provided under other ASEAN related action, development or strategic plans, programs, index or indicators, such as but without being limited to the:
 - ASEAN Digital Integration Index,
 - ASEAN Digital Integration Framework Action Plan (DIFAP),
 - ASEAN Agreement on Electronic Commerce,
 - Consolidated Strategy on the Fourth Industrial Revolution (4IR) for ASEAN,
 - ASEAN Innovation Roadmap and Implementation Plan;
 - ASEAN Comprehensive Recovery Framework (ACRF) and

- priority economic deliverables under the respective ASEAN chairmanship; and
 - their respective successor programs, plans and indicators or index;
7. Draft papers, briefing notes, speeches, talking points, briefing notes and inputs for ASEAN Sectoral bodies and ASEC management as required using any digital tools available where applicable including but not limited to pdf, word, excel, power point presentation, audio / video recording, and audio graphic video presentation format if available.
 8. 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.
 9. Support any on-going and future FTA or trade collaboration or cooperation negotiations including but not limited to ASEAN FTA negotiations on IP and other related sector as the case may be and as may be required.
 10. Facilitate negotiation among AMS on IPR Related Matters including but not limited to compiling data and background information; providing inputs and assisting AMS to resolve IP related issues.
 11. Provide administrative support on implementation of programs and projects in IP including but not limited to formulation, appraisal, monitoring, documentation collation and implementation; and organising capacity building activities.
 12. Act as resource person for seminars, workshops and training courses, as required.
 13. Conduct research and prepare papers or assignments on IP, if and when necessary.
 14. Conduct on the job training and provide professional guidance and direction to staff; and
 15. Other duties and responsibilities as may be determined by the ASEAN Secretariat management and/or supervisor.

Qualifications and experience:

- Advanced University degree (Master's or equivalent degree) in Business, Economics, Law, Engineering/Science or other appropriate specialist discipline with a minimum three (3) years, or Bachelor's with a minimum five (5) years, of high-level experienced in intellectual property rights; preferably has Supervisory experience, within a management position.
- Demonstrated high-level technical and policy skills/knowledge in intellectual property rights (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.
- Proven ability to place self-interest and/or the ego below the mission and/or organisational objectives.
- Excellent command of English, written and spoken. Command of other ASEAN languages would be welcomed.
- 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, hospitalisation & 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 highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the 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 **30 November 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at: <https://asean.org/careers/>
