



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR
NATIONALS OF ASEAN RESIDING IN INDONESIA
TO APPLY FOR THE POSITION OF

TECHNICAL OFFICER
INTELLECTUAL PROPERTY RIGHTS**

Background:

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organisational structure of the ASEAN Secretariat (ASEC) that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

Currently, the ASEAN Secretariat is looking for a suitable candidate to fill the vacancy of **Technical Officer** who will work under the Competition, Consumer Protection & IPR Division (CCPID), which the division is to manage and provide significant technical inputs into ASEAN cooperation in competition policy and law, intellectual property rights (IPRs), consumer protection, small and medium-sized enterprises (SMEs), public-private sector engagement (PPE) and twelve Priority Integration Sectors (PISs) development.

Duties and Responsibilities:

The duties will cover, but not limited to, the following:

1. Provide technical and administrative support to the ASEAN sectoral bodies (i.e. ASEAN Working Group on Intellectual Property Cooperation (AWGIPC) and ASEAN Patent Examination Cooperation Task Force (ASPEC-TF) with respect to the meetings on IPRs:
 - Draft, prepare and provide relevant documents for the meetings;
 - Provide logistical support for the meetings;
 - Draft and prepare reports and summaries of the meetings;
 - Provide technical and administrative support in the coordination of follow-up actions and decisions.

2. Provide administrative support with respect to implementation of programmes and projects in the area of IPRs and other related matters:
 - assist in formulating, appraising and implementing programmes/projects;
 - monitor the implementation of programmes/projects;
 - maintain and manage the documentation of programmes/projects;
 - organize related capacity building activities under the programmes/projects.

3. Facilitate discussion and negotiation among ASEAN Member States with regard to IPR related matters:
 - compile data and background information on related issues;
 - provide technical inputs on related issues as may be necessary;
 - assist ASEAN Member States in resolving the issues.

4. Liaise with donor organisations and dialogue partners:
 - ASEAN-Australia-New Zealand FTA Economic Cooperation Work Programme (AADCP II);
 - State Intellectual Property Office of the P.R.C. (SIPO);
 - European Patent Office (EPO);
 - European Union (EU);
 - Japan Patent Office (JPO);
 - Korea Intellectual Property Office (KIPO);
 - Office for Harmonisation in the Internal Market (OHIM);
 - United States Patent and Trademark Office (USPTO);
 - World Intellectual Property Organisation (WIPO);
 - Other organisations and institutions as may be required.

5. Engage in correspondences with and respond to enquiries from ASEAN Member States, dialogue partners and donor organisations.

Qualifications and Experience:

- Bachelor Degree in Economics, Management, Business, Law, Engineering/Sciences or its equivalent with at least five (5) years relevant working experience. Candidates with Advanced Degree in any of the above disciplines with three (3) years relevant working experience is preferred.
- Demonstrated knowledge and policy, research and technical skills in the area of international economic law, international trade and intellectual property rights (patents, trademarks, copyright) and ability to acquire them.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders and/or dialogue partners.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary starting from **IDR 5,000,000**. There are other applicable benefits which include monthly transportation allowance, outpatient medical reimbursement, hospitalization insurance, and an annual bonus of a month's basic salary. Upon completion of the probationary period, the candidate will be confirmed on an initial up to three-year contract, 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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

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

Application papers should reach the ASEAN Secretariat by **31 July 2013.**

The Selection Committee's decision is final and only shortlisted candidates will be notified.

Incomplete applications will not be considered.
