



AFRICAN REGIONAL INTELLECTUAL PROPERTY ORGANIZATION (ARIPO)

VACANCY ANNOUNCEMENT

POST OF POLICY AND LEGAL OFFICER

BACKGROUND OF THE ORGANIZATION

The African Regional Intellectual Property Organization (ARIPO) (hereinafter referred to as “the Organization”), is an Intergovernmental Organization, which was established at Lusaka, Zambia, in 1976 by an Agreement concluded under the auspices of the United Nations Economic Commission for Africa (UNECA) and the World Intellectual Property Organization (WIPO).

The Organization was created, *inter alia*, to promote the development of Intellectual Property (IP) laws appropriate to the needs of its members, establish common services and training schemes, and assist its members in the acquisition and advancement of technology and the evolving of common views on IP matters.

The Organization grants and administers IP titles on behalf of the Member States and provides IP information to its clientele in the form of search services, publications and awareness creation. Membership of the Organization is open to all Member States of the African Union (AU) or of the United Nations Economic Commission for Africa (UNECA).

The present members of the Organization are: **Botswana, Kingdom of Eswatini, The Gambia, Ghana, Kenya, Kingdom of Lesotho, Liberia, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Sierra Leone, Somalia, Sudan, Uganda, United Republic of Tanzania, Zambia and Zimbabwe.** (Total: 20 states)

The organs of the Organization are:

- (a) the Council of Ministers, consisting of ministers who are responsible for the administration of intellectual property matters in the respective Member States;

- (b) the Administrative Council consisting of heads of offices dealing with the administration of intellectual property , in the respective Member States; and
- (c) the Secretariat (the Office of ARIPO) headed by the Director General as the Chief Executive Officer of the Organization.

CALL FOR APPLICATIONS

Applications are invited from suitable candidates to be considered for appointment to the post of Policy and Legal Officer, the full description of which is as follows:

Duty Station: Harare, Zimbabwe

Duration of appointment: Fixed-term contract of two (2) years (renewable, subject to satisfactory performance).

Scheduled date of commencement: January 1, 2022.

PRINCIPAL DUTIES:

Under the supervision of the Head of Policy, Legal and International Cooperation, the Policy and Legal Officer will carry out the following tasks:

- (a) Conduct research, draft legal documents, interpret laws, rules and regulations, prepare legal opinions and briefs for management;
- (b) Assist in the implementation of the policy and legal functions and activities in accordance with the Organization's Protocols and other legal and policy texts;
- (c) Assist in the provision of advice to the organs of the Organization and the Secretariat on administrative, contractual, and general legal matters and in respect of the depositary functions of the ARIPO-administered Protocols and Treaties;
- (d) Provide legal support and technical advice in the drafting, implementation, review and amendment of organizational policies, contracts, Memoranda of Agreements (MoUs), protocols and other relevant instruments;
- (e) Assist in ensuring organization-wide compliance with internal rules and applicable laws.
- (f) Assist in the review, for substantive accuracy and consistency of legal documents, position papers, speaking points, policy research and protocols;
- (g) Assist in the management of outsourced legal services, issuance of instructions and briefings to external legal services providers;
- (h) Assist in the provision of efficient and effective Secretariat services to the Governing bodies of ARIPO; and
- (i) Perform any other duties and tasks as may be assigned or delegated.

Minimum qualifications and experience required:

- Bachelor of Laws Degree and five (5) years relevant experience
Or
- Master's Degree in Law and three (3) years relevant experience.

Role and mission critical competencies required:

- Proficiency with Microsoft Office suite and other relevant packages
- Very good communication, negotiation and stakeholder engagement skills in English
- Excellent research, drafting and reporting skills
- Ability to work independently and under pressure whilst remaining adaptable and flexible
- Judgment, organizing, problem solving, analysis and decision-making skills
- Experience in a similar international Organization is desirable

Nationality: To be eligible for appointment, candidates must be nationals of a Member State of the Organization.

CONDITIONS OF EMPLOYMENT:

Conditions of employment shall be subject to the ARIPO Staff Rules and Procedures or be determined by the Administrative Council of the Organization.

Salary and allowances on first appointment shall be those applicable to Grade L-1 Step 1 of the ARIPO salary scales of the professional category.

Base Salary: US\$27,918 per annum.

Post Adjustment Allowance: Depending on the rise and fall in value of the United States dollar, a post adjustment index which is presently 56.4% of base salary is applied as a cost of living allowance.

Dependency Allowances: US\$1,800 per year for a dependent child. Maximum number of children three (3).

Other benefits include:

- Payment of travel and removal expenses;
- Once-off installation grant;
- Education grant of US\$9,000 per year for each child, up to a maximum of three children;
- Housing allowance;

- Contributory medical aid scheme;
- Annual leave of 30 working days; and
- Paid home leave every two years.

The appointment is subject to a satisfactory United Nations type medical examination to be conducted by an ARIPO nominated medical practitioner.

APPLICATIONS AND SUPPORTING DOCUMENTS:

Applicants should submit an application letter together with: detailed curriculum vitae indicating pertinent personal data, and names, professional designations and addresses of two persons from whom evidence-based, professional references can be obtained; certified copies of relevant academic and professional certificates; police clearance; and a passport size photograph.

Applicants should indicate in their personal data, the following:

- (i) family name and first names;
- (ii) date and place of birth;
- (iii) nationality and detailed present address;
- (iv) full names, relationship, gender and date of birth of dependents;
- (v) language abilities both written and spoken;
- (vi) educational background (main subjects, institutions, diplomas or degrees and marks of merit;
- (vii) employment record (present or most recent employment, previous employment); and
- (viii) any other relevant information.

SUBMISSION OF APPLICATIONS:

Applications addressed to the Director General of ARIPO and saved as **a single pdf file** should be submitted by email only at vacancies@aripo.org not later than October 6, 2021. The reference to be indicated on the email subject is “Policy and Legal Officer”.

Please note that applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted by the ARIPO Office on official letterhead at which stage they shall be requested to submit a certificate of evaluation/accreditation of their Degree qualifications from their respective National Qualifications Authority.

ARIPO does not charge any fee and neither does not use any employment agents at any stage of the recruitment process.