

**Fellow – Assistant Legal Officer**

Business Development Unit

IP Disputes and External Relations Division

WIPO Arbitration and Mediation Center

IP and Innovation Ecosystems Sector

1. **Organizational Context**

Coordinating with other vertical and horizontal WIPO Sectors, the IP and Innovation Ecosystems Sector (IES) is responsible for helping Member States develop their intellectual property (IP) and innovation ecosystems to drive enterprise and economic growth. IES is also responsible for providing support for researchers and innovators, as well as enterprises, including SMEs, in IP commercialization and otherwise using IP for business growth; issues relating to the emergence of IP as an asset class; and the development of advisory expertise in these and related areas, for example, in national IP strategies.

Within IES, the WIPO Arbitration and Mediation Center provides services for the resolution of IP disputes between private parties through methods other than court litigation. The Center's areas of activity are covered by the IP Disputes and External Relations Division and the Internet Dispute Resolution Section. The IP Disputes and External Relations Division includes the IP Disputes Section, the Information and External Relations Section and the Business Development Unit. The Business Development Unit is responsible for analyzing WIPO case data and identifying new ADR opportunities to help inform the work of the IP Disputes Section and the Information and External Relations Section, as well as the Center’s strategic direction more generally.

A framework for collaboration between the Ministry of Culture, Sports and Tourism (MCST) of the Republic of Korea and WIPO has been established upon the signing of a Memorandum of Understanding (MOU) in 2018. Under the MOU, MCST established an ADR Funds-in-Trust (FIT) to facilitate the mediation of international copyright and content-related disputes in the Republic of Korea. The ADR FIT is administered by the Business Development Unit. The Fellow contributes to the legal and organizational work of the Center by producing well-defined aspects or segments of agreed work products. The Fellow works under the supervision of the Head of the Business Development Unit.

1. **Duties and Responsibilities**

With training by, and under the supervision of, the Center’s legal staff, the Fellow shall provide support in the following areas as may be required:

1. assist in the implementation of the MOU, including the promotion of WIPO mediation for international copyright and content-related disputes in the Republic of Korea;
2. assist in the analysis of IP ADR data to identify new opportunities for WIPO ADR in the Republic of Korea;
3. contribute to legal research and drafting in support of the Center’s creation and implementation of dispute resolution policies to meet industry needs in the Republic of Korea;
4. contribute to the development of effective applications to support the Center’s ADR activities, including case management databases and online user facilities;
5. contribute to preparations for WIPO Center seminars, workshops and other meetings in the Republic of Korea, including online and digital outreach initiatives;
6. assist in the preparation of publications, including web pages, concerning WIPO dispute resolution services in the Republic of Korea;
7. update relevant information in the Center’s Arbitration and Mediation Case Management System;
8. undertake research and bibliography projects as may be relevant;
9. perform other duties as required.
10. **Requirements**

**Education (Essential)**

University degree in international affairs, law, political sciences or a relevant subject.

**Education (Desirable)**

University degree including studies in IP and/or ADR.

**Experience**

At least 6 months relevant professional experience, including experience in IP law or ADR in a law firm and/or department or agency.

**Language (Essential)**

Excellent (written and spoken) knowledge of English and Korean.

**Language (Desirable)**

Ability to work in other WIPO languages.

**Job Related Competencies**

Broad understanding of IP and ADR.

Good understanding of the procedures applicable to the work of the work unit.

An understanding of the use of information technology in the context of dispute resolution processes.

Excellent analytical and problem-solving skills.

Excellent written and oral communication skills.

Flexibility and team spirit. Ability to work quickly and accurately under pressure. Ease and tact in personal contacts at all levels.

1. **Organizational Competencies**
2. Communicating effectively.
3. Respecting individual and cultural differences.
4. Showing team spirit.
5. Managing yourself.
6. Producing results.
7. Embracing change.
8. Respecting ethics and values.

**5. Terms and Conditions**

1. Term of Fellowship: Up to 12 months, with the possibility of renewal for an additional 12 months, up to a maximum of two years.
2. Anticipated start date:  December 1, 2021.
3. Location: WIPO Headquarters, Geneva, Switzerland.
4. Stipend: CHF 5,000 per month.
5. Contribution toward travel expenses will be provided as stipulated in the WIPO Fellowship Policy. If necessary, WIPO may provide assistance in obtaining an entry visa  
   to Switzerland.
6. WIPO provides medical and accident insurance coverage during the course of the Fellowship.
7. WIPO will request a *carte de légitimation* for the Fellow, which serves as a residence and work permit, from the Permanent Mission of Switzerland to the United Nations Office and to the other international organizations in Geneva. Family members of the Fellow are not eligible for a *carte de légitimation*.
8. Tax and social security: Fellows shall be solely responsible for meeting any taxation and social security obligations that may arise directly or indirectly from their contract with WIPO.

**6.     Additional Information**

Fellows are not staff members of WIPO and the position does not lead to any employment rights and entitlements beyond the terms of the Fellowship.

**7.    How Do I Apply?**

Candidates should ensure that their applications and letters of motivation are submitted by email to [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int) by July 31, 2021.

Only those candidates who are shortlisted for a written test and an interview (via videoconference) will be contacted.