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POST OF DOCUMENTATIONS AND COMMUNICATIONS OFFICER

Background of the Organization

The African Regional Intellectual Property Organization (ARIPO) (hereinafter referred to as "the Organization"), 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 (ECA) and the World Intellectual Property Organization (WIPO).

The Organization was created, inter alia, to promote the development of intellectual property laws appropriate to the needs of its members, establish common services and training schemes, and assist its members in the acquisition and development of technology and the evolving of common views on intellectual property matters.

The Organization grants and administers Intellectual Property titles on behalf of the member states and provides Intellectual Property information to its clientele in the form of search services, publications and awareness creation. Membership of the organisation is open to all states members of the African Union (AU) or of the United Nations Economic Commission for Africa (ECA).

The present members of the Organization are: **Botswana, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Sierra Leone, Somalia, Sudan, Swaziland, Uganda, United Republic of Tanzania, Zambia and Zimbabwe.** (Total: 19 states)

The organs of the organization are:

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



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

Applications are invited from suitable candidates to be considered for appointment to the post of Documentations and Communications Officer of the Organization.

The full description for the post of Documentations and Communications Officer is as follows:

Purpose of the Job:

The incumbent is responsible for developing and delivering diverse documentations and communications strategies and content, which explain the Intellectual Property system in an engaging and informative way, and which contribute to better understanding of ARIPO's role. The incumbent also supports the organization-wide customer and stakeholder engagement initiatives and works under the supervision of the Head of Administration, Documentations and Communications;

Main Responsibilities:

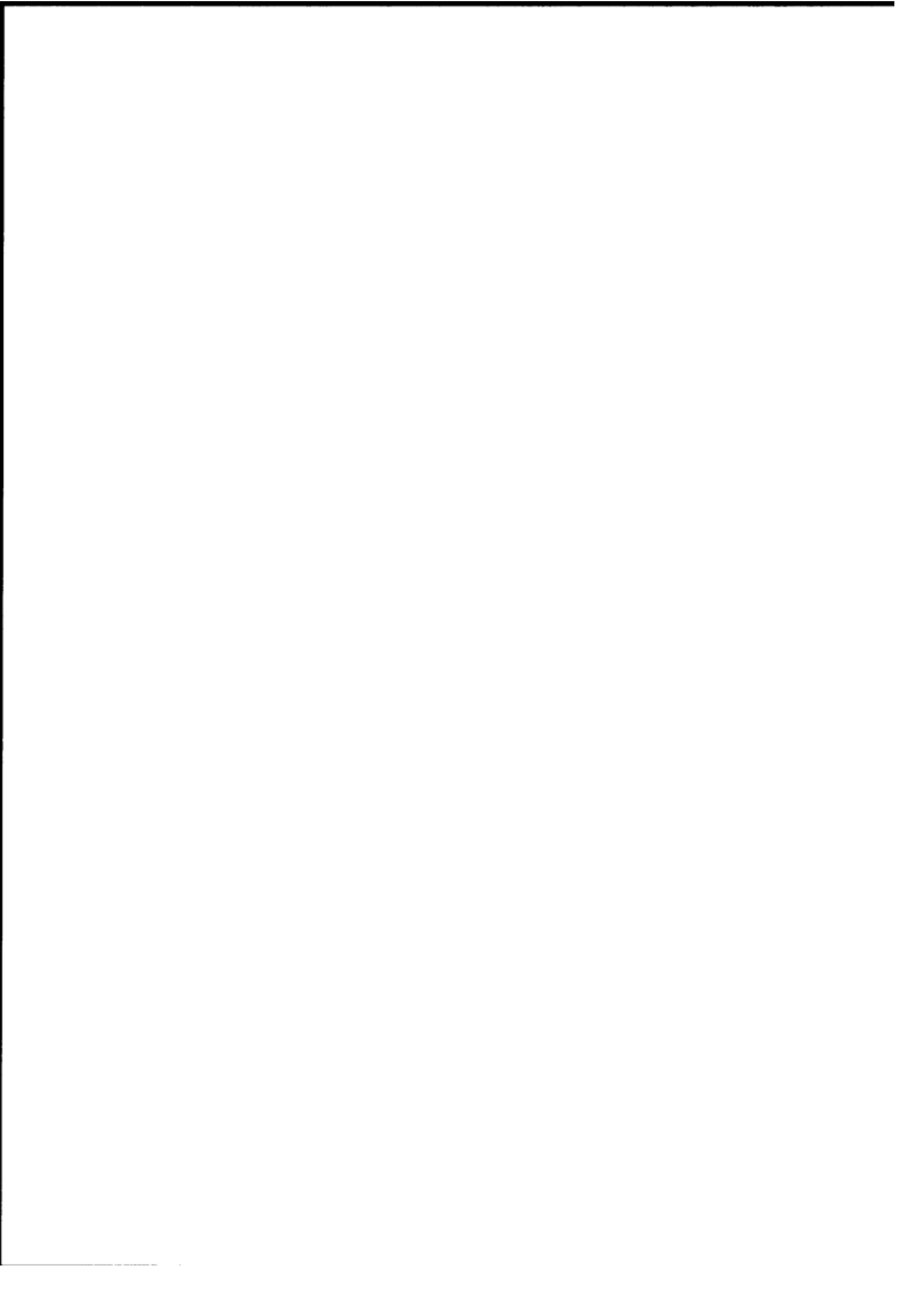
1. Support the development of ARIPO's communication, content and branding strategies
2. Oversee the production of ARIPO publications by managing the creation and editing of the text, graphics, video and photographic content
3. Create and manage awareness-raising and outreach tools for use by member states and other relevant stakeholders
4. Manage the ARIPO library and online library services
5. Draft, research and/or edit press releases, talking points, presentations, articles and scripts on diverse intellectual property topics for publication to enhance understanding of intellectual property and ARIPO



6. Contribute to the coordination and implementation of special projects, including local, regional and international exhibitions
7. Research, create, edit, publish and manage the ARIPO web site, social media and digital communications content
8. Monitor website and social media platform activity, compile and analyse metrics and prepare related reports
9. Keep abreast of activities/news, as well as of technical and policy developments across the organization; provide editorial support for communication materials produced by technical areas for specific external audiences
10. Perform other related duties, as required.

Competencies and skills required:

- Versatile and self-motivated
- Excellent written and oral communication skills
- Excellent analytical and problem-solving skills
- Ability to manage competing priorities and to deliver a high volume of time-sensitive outputs whilst ensuring meticulous attention to detail
- Extensive knowledge of social media trends, platforms, tools, metrics and best practices
- Very good understanding of, and ability to apply, principles and best practices regarding corporate communications, document content development, information architecture and interaction design
- Strong interpersonal and team working skills, and ability to maintain effective partnerships and working relations in a multicultural environment



- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the Internet
- Understanding of intellectual property

Minimum qualifications and experience required:

- Bachelor's Degree (Honours) in Corporate Communications/Marketing/Journalism/Social Sciences/Public Affairs
- At least three (3) years of relevant professional experience in corporate communications, journalism, marketing communications, media relations, or public affairs
- An internationally recognized professional qualification in Corporate Communications/Marketing/Journalism/Graphics and Design will be a distinct advantage
- Knowledge of other languages such as Portuguese and French as an added advantage

Duty Station: Harare, Zimbabwe

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

Scheduled Date of Entry on Duty: To be determined

Nationality:

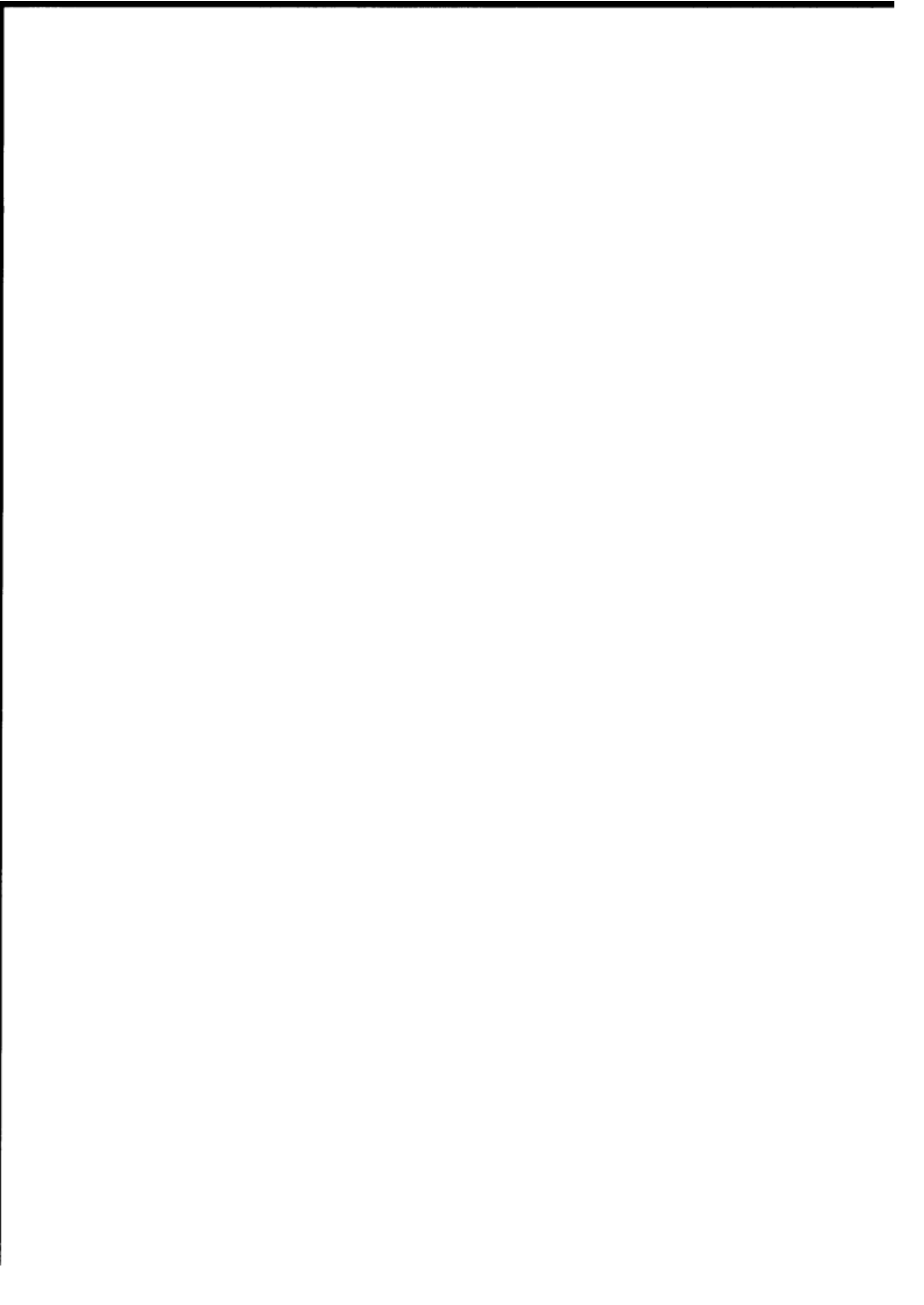
To be eligible for appointment, candidates must be nationals of a Member State of the Organization.

Conditions of Employment:

Conditions of service 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 L1 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 49.3% of base salary is applied as a cost of living allowance.

Dependency Allowances: US\$900 per year for a dependent child. Maximum number of children three (3).

Other conditions include:

- Payment of travel and removal expenses,
- Once off Installation grant
- Education grant up to a maximum of three children
- Housing allowance,
- Contributory medical insurance scheme
- Annual leave of 30 working days
- Paid home leave every two years.

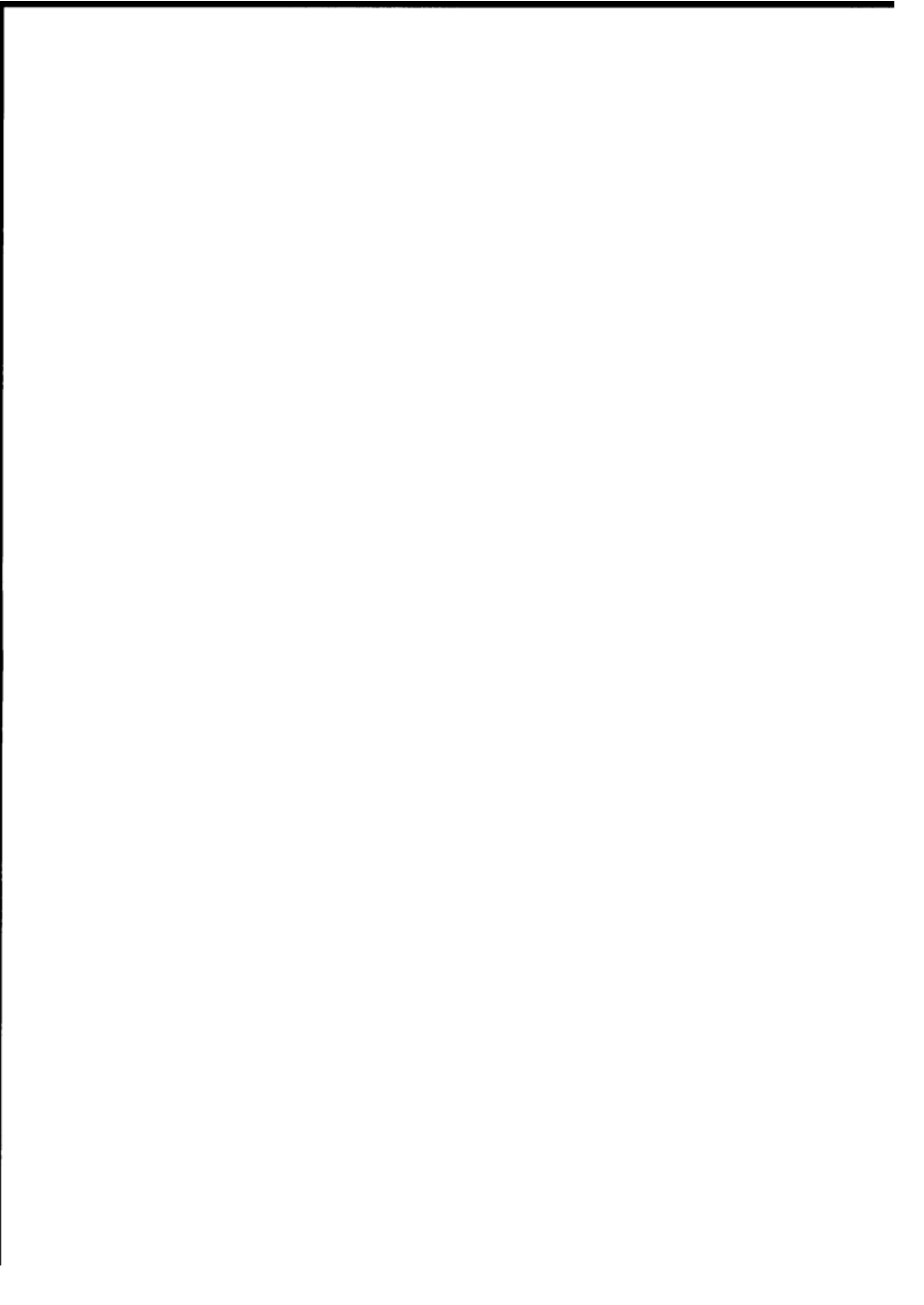
Medical Examination: The appointment is subject to a satisfactory United Nations type medical examination.

Other Conditions of Service: Other terms and conditions of service shall be subject to the ARIPO Staff Rules and Procedures or be determined by the Administrative Council of the Organization.

Applications: Applicants should submit detailed curriculum vitae indicating pertinent personal data, two-passport size photographs and accompanied by certified copies of relevant certificates and names and addresses of two persons from whom references can be obtained.

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, sex 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) full employment record;
- (viii) any other relevant information.

Applications should be sent to;

The Director General
African Regional Intellectual Property Organization
11 Natal Road, Belgravia
P O Box 4228
HARARE
Zimbabwe

Applications can also be submitted via electronic mail to: mail@aripo.org

This vacancy announcement is also available on the ARIPO website www.aripo.org

Deadline for submission of Applications: 31 October, 2016.

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

ARIPO does not charge a fee at any stage of the recruitment process.

