



## **VACANCY ANNOUNCEMENT**

### **POST OF HEAD OF THE ARIPO ACADEMY**

#### **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 Head of the ARIPO Academy of the Organization.

### **The ARIPO Academy**

The ARIPO Academy acts as a centre of excellence on training, including professional Intellectual Property (IP) training; a catalyst for networks and partnerships to expand the range and impact of training opportunities at the regional level. The functions of the ARIPO Academy include the following:

- To promote the understanding and development of Intellectual Property (IP) system in the Member States and Africa as a whole;
- To train IP experts and promote the development of human resources in the field of IP
- To develop IP training curricula and modules
- To conduct research and make available information on IP for the general public; and
- To foster partnerships and cooperation with other IP institutions worldwide.

The ARIPO Academy offers short courses, tailor-made courses, executive programs and academic programs. Currently, ARIPO has partnered with the World Intellectual Property Organization (WIPO) and the Africa University to run a Master's degree in Intellectual Property (MIP) at Africa University in Mutare Zimbabwe since 2008 and is in the process of establishing an MIP/LLM jointly with the University of Dar es Salaam Tanzania and Kwame Nkrumah University of Science and Technology in Kumasi Ghana. Beneficiaries of the ARIPO Academy services include decision-makers, government officials, members of national intellectual property offices and societies for collective management of copyright and related rights, intellectual property practitioners, academics, students and other stakeholders.

The full description for the post of Head of the ARIPO Academy is as follows:

#### **Purpose of the Job:**



The incumbent leads the formulation and implementation of the Intellectual Property Knowledge Strategy and manage the work program for the ARIPO Academy, coordinates the design, development, delivery and evaluation of capacity building programmes, courses, and workshops. The incumbent works under the supervision of the Intellectual Property Development Executive;

**Main Responsibilities:**

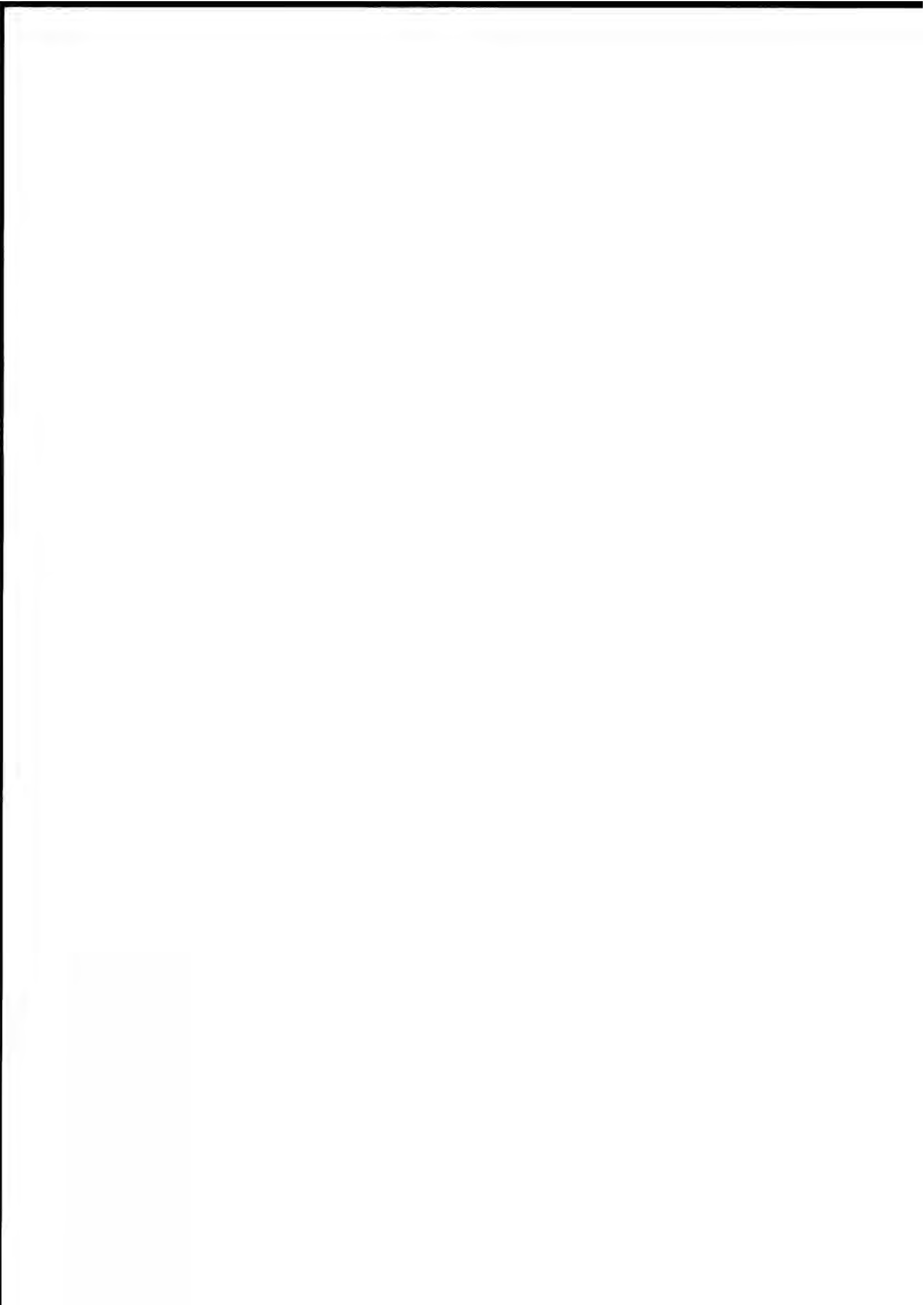
1. Conceptualize and design training programme and coordinate all capacity building initiatives at ARIPO and in its Member States;
2. Develop strategies on the establishment of capacity building and training programs for the Academy to foster creativity, innovation and the utilization of IP by the Member States and other relevant stakeholders and coordinate their implementation;
3. Play a leading role in strategic engagement with stakeholders; initiate, develop and maintain contacts with governments and partner institutions in relation to the activities of the ARIPO Academy with a view to promoting existing partnerships and mobilizing donor support;
4. Initiate, negotiate and monitor cooperation agreements with partners; prepare agreements, reports, studies, guides, resource mobilization proposals and working documents related to the activities of the ARIPO Academy;
5. Represent the Organization at meetings and conferences convened by Member States or other organizations and advocate ARIPO Academy policy;
6. Develop the ARIPO Academy work-plan and budget, including performance indicators and standards; monitor implementation of the budget and work-plan and prepare program performance reports;
7. Play a coordination role among the different Academy programs to ensure proper design, quality, unity and visibility of services and documents provided by the Academy;
8. Plan, organize and lead seminars and workshops on the ARIPO Academy's role and activities, including preparation of documents and delivery of lectures;



9. Ensure the effective and efficient use of training resources and infrastructure to enhance and ensure sustainable revenue generation
10. Ensure effective, learning and career development of subordinates, conduct performance reviews, and manage overall performance of the same
11. Coordinate capacity building and knowledge sharing activities within the Organization and amongst its stakeholders;
12. Perform any other related duties as required.

**Competencies and skills required:**

- Excellent analytical and decision-making skills
- Change management, leadership, creativity, transformation and innovation capability
- Organizational project management and evaluation capability
- Excellent planning and organizational skills and ability to adjust to a fast evolving work environment
- Proactive in developing strategies to accomplish objectives and accountability for delivering results
- A demonstrated track record in management of a strategic business unit
- Sound judgment and capacity to work well with a range of diverse actors and stakeholders
- Excellent communication, presentation and diplomatic skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity
- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the Internet





**Minimum qualifications and experience required:**

- Master's Degree in Intellectual Property coupled with a relevant and internationally recognised professional qualification in Training Management
- Master's degree in Social Science/Natural Science/ Business Administration/ Laws/Education coupled with demonstrated experience in Training Management and Intellectual Property is also acceptable
- Five (5) years working experience in a relevant managerial or leadership role
- Proven experience in the design and implementation of training programs
- Knowledge of other languages such as Portuguese and French are an added advantage

**Duty Station:** Harare, Zimbabwe

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

**Scheduled Date of Entry on Duty:** To be determined

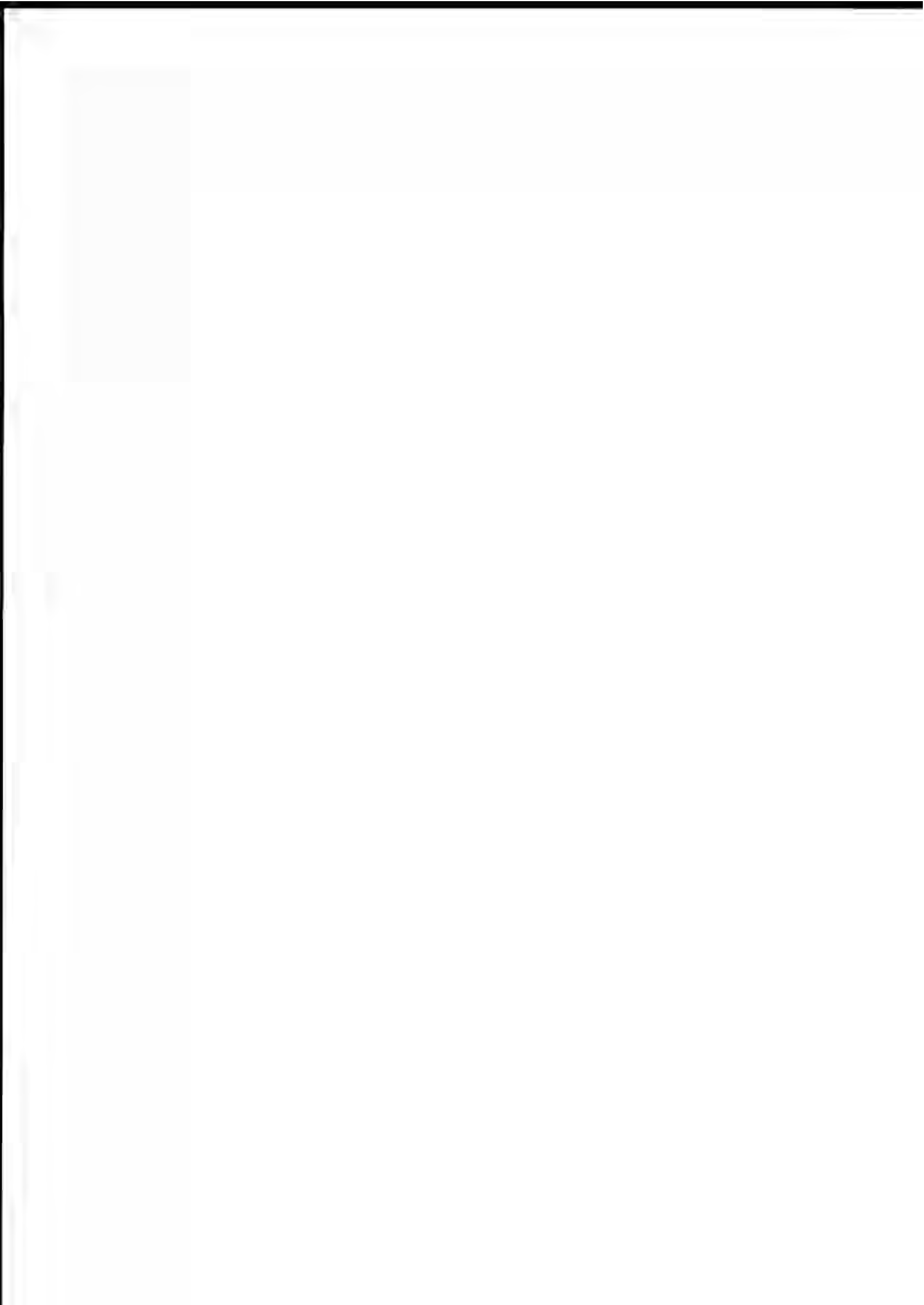
**Nationality:**

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 L4/L5 Step 1 of the ARIPO salary scales of the professional category, depending on qualifications and experience held.



**Salary Range:** US\$45,131 to US\$55,480 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.

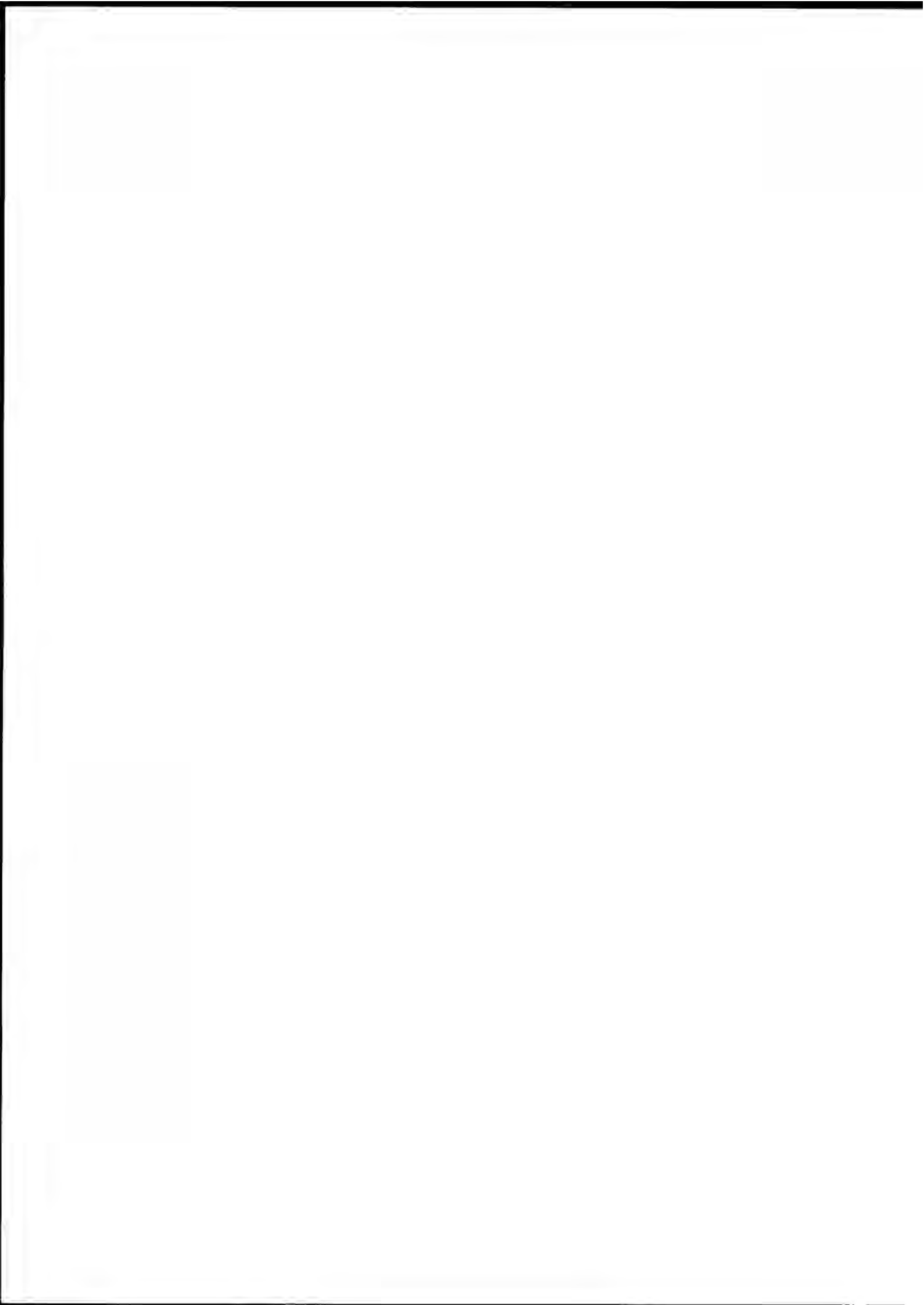
**Medical Examination:** The appointment is subject to a satisfactory United Nations type medical examination.

**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](mailto:mail@aripo.org)

This vacancy announcement is also available on the ARIPO website [www.aripo.org](http://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.

