



INTERNATIONAL CENTRE FOR  
TRADE AND SUSTAINABLE  
DEVELOPMENT

## **The International Centre for Trade and Sustainable Development**

### **POSITION**

***Intellectual Property Programme Officer and Editor, Bridges Trade BioRes***

### **DESCRIPTION**

ICTSD is implementing an integrated information, dialogue and research programme on International Trade, Intellectual Property Rights, biological resources and sustainable development through a series of initiatives aimed at enhancing cross-disciplinary understanding and participation among the diverse stakeholders working in these areas.

The **Intellectual Property Programme Officer and Editor, Bridges Trade BioRes** will work as part of a small team under the overall supervision of the Executive Director, the programme Manager on Intellectual Property and the Manager of Bridges BioRes to:

1. Assist the Programme team with the design and implementation of project under the ICTSD Programme on Intellectual Property and Sustainable Development.
2. Coordinate the production of the bi-weekly electronic newsletter BRIDGES Trade BioRes.

#### ***More specifically:***

- ICTSD Programme on Intellectual Property and Sustainable Development. (60%):
  - Overall support to the Programme Team. (5%)
  - Preparation of articles in IP-related issues for ICTSD publications and other publishing needs. (15%)
  - Coordinating and updating the web portal "IPRsonline.org". (20%)
  - Coordinating the organization of dialogues and roundtables both in Geneva and in the regions. This will include inputs in the identification of topics, resource persons and participants; preparation of agendas, terms of reference and invitation letters; logistical support. (15%)
  - Dissemination of project outputs and outreach activities; identification of key stakeholders, and coordination of regional networks. (5%)
  - Other tasks that might be identified in the course of the projects.
- BRIDGES Trade BioRes (40%)
  - Coordinating the production of the publication, compiling the history list, including coordination of the writing articles (as needed), editing and distribution.
  - Implementation of the dissemination and outreach strategy.

## **REQUIREMENTS**

The candidate for the position should possess the following abilities:

- Excellent writing and research skills, including the ability to express complex concepts in language accessible to non-specialist audiences.
- Excellent organisational skills and ability to work in parallel on multiple projects and meet tight deadlines.
- Excellent computer skills; knowledge of Dreamweaver an asset.
- Excellent knowledge of English and good knowledge of either French or Spanish.
- Academic background in International Law, Economics, Geography, Environmental Science, International Relations or related Social Sciences a must. Experience in journalism an asset.
- Ability to work independently and take initiative.
- Ideally, good understanding of IPRs and sustainable development issues.
- Ability to work in a multicultural environment, with highly diverse external audiences and as part of team.
- Applications from African and Asian candidates are encouraged.

## **CONTRACT**

This post will be a full-time position limited to two years, with possibility of renewal depending on funding availability and need.

## **CONTACT**

Please send your application to:

**Oscar Fornoza**

**Special Assistant to Executive Director and General Coordinator**

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