



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Job Title: Secretariat, Global Congress on Counterfeiting and Piracy

Location: Flexible (Europe base in Brussels, Geneva or Paris would be advantageous)

Application Deadline: February 15, 2010

Introduction

The Global Congress on Combating Counterfeiting and Piracy represents a unique public-private sector partnership that is united in its efforts to identify solutions for the illegal trade in counterfeit and pirated goods.

The Congress is led by a Steering Group with representation by the partner organizations which include the World Intellectual Property Organization (WIPO), World Customs Organization (WCO) and INTERPOL representing Member States, and the International Chamber of Commerce (ICC)/BASCAP, International Trademark Association (INTA) and International Security Management Association (ISMA), representing the private sector. The chair of the Steering Group rotates among the three international governmental organizations.

The purpose of the Congress is to raise awareness of the growing problem of counterfeiting and piracy, to develop strategies to combat this specific illicit trade, and to identify practical actions and potential solutions. The Global Congress has become the premier international forum for shaping practical strategies to combat counterfeiting and piracy. The 5th Congress, held in Mexico in December 2009, brought together more than 800 delegates from more than 80 countries. More information can be found at www.ccapcongress.net

Job Description

The Global Congress Steering Group (SG) is looking for an energetic and motivated individual to act as the Secretariat of the Global Congress SG. The individual would be primarily responsible for the organization of the next Global Congress, which will be held in Paris, France, on February 2-4, 2011, in line with the specifications set forth below:

- Act as the central point of contact to respond to public inquiries (e.g., from governments, industry, vendors and media), and represent the Steering Group to the public, if and when requested;
- Coordinate Steering Group activities, including planning meetings, conference calls, and drafting strategy papers and other related documents;
- Provide input into the development of the event agenda and speaker list; work with panel moderators to liaise with speakers in preparation and follow-up;

- Assist with logistical arrangements for high-level speakers and sponsored participants;
- Develop and execute a marketing plan to attract attendees to the Global Congress event;
- Manage the Steering Group budget and provide budget reports on a monthly basis;
- Provide non-substantive content and updates to the website manager, in accordance with the guidelines of the Steering Group;
- Manage post-Congress activities, including event logistical issues, collection of speaker papers, website updates, letters of thanks, etc.
- Assist the Steering Group and the relevant national co-host to manage a local event management company to provide on-the-ground logistics services;
- Liaise with exhibition vendor; assist with sponsorship activities as requested;
- Participate as a member of the Congress Media Relations team, providing assistance to WIPO communications department and media vendor in preparing media materials;
- Develop a task, responsibilities, timeline matrix for management of the event, per above tasks;
- On request of the Steering Group, perform any administrative work relating to the successful organization of the 6th Global Congress event in Paris.

Requirements

The candidate must:

- Be motivated and a self starter;
- Possess excellent writing and communications skills;
- Possess demonstrated experience in organizing large scale events/conferences and working with multiple stakeholders, sponsors, exhibitors, media, etc.;
- Be able to manage the expectations and interests of the Steering Group members and understand the nuances of working with public-private partnerships;
- Have experience with managing high level speakers and government and industry stakeholders;
- Have access to own office equipment, including communication tools;
- Be willing to travel to conduct meetings and site inspections;
- Be available to start in March 2010 (precise date to be determined).
- The demonstrated sensitivity to intellectual property matters and, in particular, to anti-counterfeiting and anti-piracy issues would be advantageous.

Duration of the contract

Twelve (12) months as from March 2010 (precise date in March to be determined).

Compensation

Two thousand Euros (EUR 2.000,-) per month, negotiable.

Upon the successful completion of the project, and in the discretion of the Steering Group, a bonus of 10% of the total of the paid compensation might be granted for outstanding performance.

How to Apply

- Please send a comprehensive application, including references, to the following e-mail address: enforcement@wipo.int.
- Application Deadline: February 15, 2010
- Interviews: March 1st, 2010 (Paris)
- Interviews will be conducted with short-listed applicants. During the interviews, these applicants will be requested to submit and present their proposed strategy (including organizational time-lines) relating to the successful accomplishment of the project.