ANNEX III

To Request for Proposals N° PTD/10/006

TERMS OF REFERENCE (TOR)

Prepared by the International Bureau

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Requirements for the Operational Support Section of the Functional support Division.

In order to ensure continuity in the workflow, the Operational Support Section of the Functional support Division seeks to hire several scanning clerks (up to a maximum of 10) data entry clerks (up to a maximum of 6), publication assistants (up to 2) and notification clerks (up to 2) to cover critical work periods (short term assignments on WIPO premises) throughout the year or to cover special work periods (long term assignments on WIPO premises) like, but not limited to, scanning of the archived documents. WIPO estimates that the duration of an assignment for a clerk will vary from 15 days to 1 year. However, WIPO does not guarantee to meet or exceed these periods.

Below is a description of the principal duties and qualifications sought by WIPO to fill the four positions in the Operational Support Section of the Functional support Division.

[DATA ENTRY CLERK]

Quality Control and Data Entry Unit
Operational Support Section
Functional support Division

Principal duties

Under the supervision of the Head of the Quality Control and Data Entry Unit, the resource carries out in particular the following duties:

(a)   data entry and formatting of bibliographic data concerning applications for international trademark and industrial design registration, renewals, miscellaneous modifications and refusals of protection, using the Department's computer systems [the MAPS database, the IMAPS system of electronic document management and the optical character recognition system (OCR)];

(b)   checking the documents created by the OCR application and transferring them onto the MAPS database;

(c)   checking for possible anomalies during data entry and validating the document;

(d)   checking the owner codes for the "owner" file;

Qualifications required

(a)   Broad experience of computer data entry.

(b)   Good knowledge of English or French. A good knowledge of the other language would be an important advantage.

(c)   Good organizational skills, attention to detail and accuracy.

[SCANNING CLERK]

Logistic Unit
Operational Support Section
Functional support Division

Principal duties

Under the supervision of the Head of the Logistic Support Unit, the resource carries out the following duties:

(a)   checking the quality of all documents coming from the Mail Processing Team and preparation of these documents in batches; sorting of batches according to subject and order of importance for scanning;

(b)   scanning and indexing of all these documents concerning trademarks and industrial designs;

(c)   scanning of the reproductions of industrial designs and trademark logos contained in the applications for international deposits of industrial designs and optimization of the quality of scanned reproductions through parameter correction;

(d)   correction and improvement of the quality of images using image enhancer software (Photoshop);

(e)   research and filing of facsimiles of international trademarks to be renewed;

(f)   Research, preparation and scanning of various archived documents according to the procedure depending of the type of document.

(g)   Performing other basic related tasks as required by the Supervisor.

Qualifications required

(a)   Broad experience in scanning. Knowledge of using image enhancer software (Photoshop) is an advantage. At least two years experience in clerical work including the use of computer systems.

(b)   Good knowledge of English or French. A good knowledge of the other language would be an important advantage.

(c)   Good organizational skills, attention to detail and accuracy.

[Publication Assistant]

Publication Unit
Operational Support Section
Functional support Division

Principal duties

Under the supervision of the Head of the Publication Unit, the resource produces all of the notifications, certificates and publication of both the Madrid (Trademark) and Hague (design) systems and carries out the following duties:

(a)   processing of the XML data extracted from the MAPS system by some IT tools;

(b)   checking quality of the reproductions of industrial designs and trademark logos contained in the applications for international deposits of industrial designs and optimization of the quality of scanned reproductions through parameter correction;

(c)   correction and management of the various publication by using specialized software (Framemaker);

(d)   correction and improvement of the quality of images using image enhancer software (Photoshop);

(e)   printing of the various publication;

(f)   producing electronic document in PDF or XML following the internal procedures;

(g)   Performing other basic related tasks as required by the Supervisor.

Qualifications required

(a)   Broad experience in Publication tools and procedure. Knowledge of using image enhancer software (Photoshop) is an advantage.

(b)   Good knowledge of English or French. A good knowledge of the other language would be an important advantage.

(c)   Good organizational skills, attention to detail and accuracy.

[Notification Clerk]

Logistic Unit
Operational Support Section
Functional support Division

Principal duties

Under the supervision of the Head of the Logistic Unit, the resource carries out the following duties:

(a)   sorting batches of documents by country;

(b)   printing documents from the MAPS system;

(c)   preparing envelopes containing various documents according to our internal rules;

(d)   managing and using a machine for folding letters and inserting them into envelopes;

(e)   sending the letters to the internal post;

(f)   running IT programs for extracting documents;

(g)   Performing other basic related tasks as required by the Supervisor.

Qualifications required

(a)   Experience in standard office tools and IT desktop application. At least two years experience in clerical work including the use of computer systems

(b)   Good knowledge of English or French. A good knowledge of the other language would be an advantage.

(c)   Good organizational skills, attention to detail and accuracy.

Requirements for the PCT Operations Division

The WIPO PCT Operations Division seeks five to fifteen full-time clerks to perform a variety of clerical tasks. The exact length of the provision of service per resource will be determined by the type of work that is to be performed. Some tasks may be limited to a period of days/weeks while other ongoing activities may be performed over a much longer time period. Rotation of resources will be carried out on a rolling basis once every six months. Below is a description of the principal duties and qualifications sought by WIPO to fill the clerk positions in the WIPO PCT Operations Division.

[CLERK]

PCT Operations Division

Principal duties

Under the supervision of the relevant staff of the PCT Operations Division, the resource will carry out the following duties:

(a)   basic data entry requiring no particular knowledge of the PCT regulatory framework, e.g. inputting dates;

(b)   prepare paper and electronic documents for scanning or uploading and publication;

(c)   scanning and uploading of documents, checking indexation and image quality of scanned images;

(d)   mail sorting;

(e)   checking the amounts of documents received and identifying missing pamphlets;

(f)   performing other basic clerical tasks as required by the Supervisor.

Qualifications required

(a)   Secondary education with relevant diploma or equivalent educational background.

(b)   At least two years experience in clerical work including the use of computer systems.

(c)   Excellent knowledge of English or French. A good knowledge of the other language would be an important advantage. Ability to type in those languages would also be an advantage.

(d)   Proven ability to work under pressure to pre-defined deadlines in an organized and logical manner whilst maintaining meticulous attention to detail.

(e)   Good communication skills with a marked sense of team work and shared responsibility.