

WIPO's Online Recruitment System

How to apply for jobs, internships and individual contractor (ICS) opportunities at WIPO

All applications for employment opportunities at WIPO must be made via our online recruitment system.

Step by step guide: Applying for jobs, internships and ICS opportunities at WIPO

Please type CTRL + click on the type of opportunity you are interested in applying for below to view the step-by-step application instructions

Applying for Professional & Higher Category and General Service posts at WIPO
Applying for the WIPO Internship Program16
Applying for Opportunities as an Individual Contractor (ICS) at WIPO

WIPO Careers

How to apply for Professional & Higher Category and General Service posts at WIPO

Getting Started:

Any individual interested in a Professional and Higher category, National Professional category or General Service position at WIPO should submit his/her application through WIPO's online recruitment system and follow the below procedures:

- View WIPO's current list of vacancy notices.
- Select the vacancy notice for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).

All inquiries regarding the online application process should be addressed to erecruit@wipo.int.

Application Process at WIPO:



Note to Applicants:

As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our <u>FAQs</u>.

Subscribe to WIPO Job Alerts:

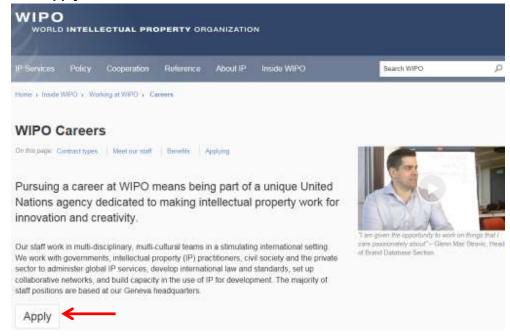
To subscribe to WIPO Job alerts, click the RSS feed link ^{RSS}[™] available on the WIPO job openings list. (WIPO Career Page > Apply> RSS link)

Creating an online profile without applying for a specific job:

If you wish to create an online profile in our system without applying for a job, please refer to page 14 of this guide.

How to apply for a job opening at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the WIPO Careers section and then the "Apply" button



2. Upon clicking the "Apply" button, the WIPO online recruitment system will open and you can review the list of jobs currently available. If you find a job that corresponds to your skills and experience, click the "Apply" button to begin the application process.

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3. After clicking the "Apply" button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the "Forgot your username" or "Forgot your password" link to retrieve it.

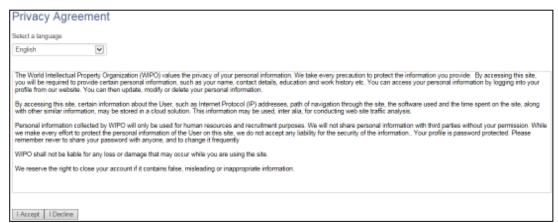
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to create an account. Mandatory fields are marked with an asteriak. • User Name	Returning users enter username and password then click Login	
* Password	New Users or returning applicants who created an account before 1 April 2016 click here	

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.

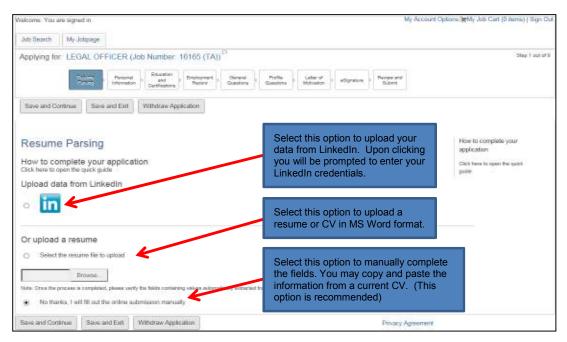
4. Enter the relevant information in the New User Registration section, then click "Register".

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- page 7
- 5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the "I Accept" button. (Note: clicking "I Decline" will cancel the application process)



6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.



7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click "Save and Continue" to proceed.

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8. Next, complete the Education and Certifications section. After completing all the relevant fields, click the "Save and Continue" button to proceed.

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9. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

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10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

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11. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the "Save and Continue" button once you have answered all the questions.

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Please answer the folk			relations, law or	other closely re	lated field?			

12. Next, please provide a motivational letter to complement your application. Once complete, click "Save and Continue" to proceed.

Tip: Your motivation letter should explain why you think that you would be a good candidate for this role and what you would bring to the Organization. It should make clear reference to the requirements outlined in the vacancy announcement and how you feel that your profile is a good fit.

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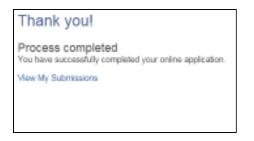
13. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the "Save and Continue" button.

Personal Information	Education and Certifications	Employment Record	General Questions	Profile Questions	Letter of Motivation	dispotato (Review ar Submit
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14. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the "Edit" link. Once reviewed, click "Submit" to submit your application.

Applying for: Legal Of	Personal Information Education and Certifications Employment Record General Questions Profile Questions Letter of Motivation eSignature Record Submet
Submit Save and Exit	Withdraw Application
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Personal Informatio	1 Edit
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Upon submitting, you will receive the following on-screen message, and an email confirmation.



15. If you wish to view, edit or withdraw your submission at any time, go to the "My Jobpage" tab and select the "My Submissions" link to view the list of all applications you submitted.

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Publication Date: 08-Mar-2016 - Job Number 16168 (TA)	
Job Status: Accepting Job Submissions	icon legend
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Creating a profile in WIPO's Online Recruitment System without applying to a job:

If you wish to create a spontaneous online profile in our system without applying to a specific job, please follow the below instructions and use this <u>link</u>.

Click the "Sign In" link at the top right of the page:

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After clicking "Sign In", the user registration page will appear, select "New User".

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Job Search
Login
To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions
to create an account.
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Enter your desired user name and password, and then agree to the privacy agreement on the next page.

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On your homepage, select the "My Jobpage" tab and click the "Access my account" link on the right to begin entering your profile information. *Please refer to steps 6-10 in this guide in order to complete the various sections of your online profile (pgs.5-9).*

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Deactivating your account:

If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the **Deactivate** link.

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My Account Deactivate		
This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.		

Technical problems:

If you have encountered technical problems while creating your profile or applying to jobs, please document them by taking a screen shot (Ctrl+Print Screen) and send it to us at <u>erecruit@wipo.int</u> together with a short description of the problem and we will address it as soon as possible.

How to apply to the WIPO Internship Program

Getting Started:

Any individual interested in doing an internship at WIPO should submit his/her application through WIPO's online recruitment system and follow the below procedures:

- Visit the webpage Jobs at WIPO.
- Select "Internships", then click "Apply for an internship".
- Create an online profile and complete the mandatory details in all sections of the online application.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).
- All inquiries regarding the online application process should be addressed to erecruit@wipo.int.

Internship Application Process at WIPO:

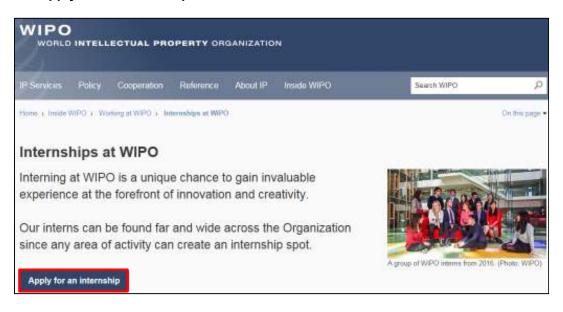


Note to Applicants:

As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our <u>FAQs</u>.

How to apply for an internship at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the "Internships" link, and then the link "Apply for an internship"



2. Upon clicking the link, the WIPO online recruiting system will open where you can apply for an internship. Go to the Internship Roster vacancy and click the "Apply" button to begin the application process.

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3. After clicking the "Apply" button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the "Forgot your username" or "Forgot your password" link to retrieve it.



Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.

4. Enter the relevant information in the New User Registration section, then click "Register".

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5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the "I Accept" button. (Note: clicking "I Decline" will cancel the application process)

6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application, and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.



7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click "Save and Continue" to proceed.

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8. Next, complete the Education and Certifications section. After completing all the relevant fields, click the "Save and Continue" button to proceed.

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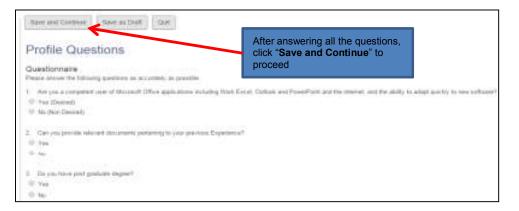
9. Enter the required information related to any work or previous internship experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

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10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

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Questionnaire Rease arowin the following questions as accurately as possible	Click have to quer the quit public
 A appointments are subject to a satisfactory medical examination. Are you willing to under O Yes 	go a medical examination in the context of the recruitment process?
O NO	
2 Are any members of your family employed by WIPO?	
C Yes	
O No	
* 3. Employment at WPD may require international travel. Are you willing to travel in the course	e of your dubes?
C Yas	
⊖ Ne	
4. Employment at WIPO may require occasionally moving to different functions in the course of	of your career or taking up new dulies. Are you open to such changes?
O vas	
O No.	
• 5 Employment at WIFO may require transfer to one of its external offices. Would you be willing	nj to relocate?
O Yes	
⊖ Nb	
# 6. Recruitment to sensitive functions may be subject to passing a background check. Are	
O Yes	After answering all the
	questions, click "Save and
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Save and Continuer Save and Exer Withdraw Application	Privacy Agreement

11. Complete the Profile Questionnaire which pertains to the Internship Program. Click the "**Save and Continue**" button once you have answered all questions.



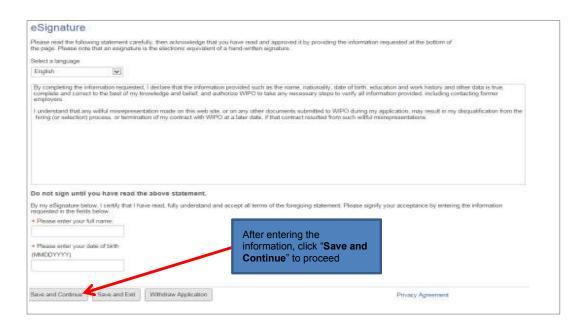
12. Next, please provide a motivational letter to complement your application. Once complete, click "Save and Continue" to proceed.



13. In order to apply for an internship at WIPO you must provide at least two references, do so in the following screen. Click "Save and Continue" to proceed.

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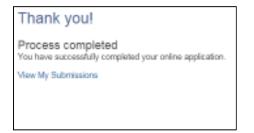
14. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the "Save and Continue" button.



15. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the "Edit" link. Once reviewed, click "Submit" to submit your application.

Submit Save and Exit Withdraw Ap	Ication	
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Personal Information [Edit	you click the Submit button. Where an Edit link is displayed, you can modify the corresponding) informatio
Personal Information		
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Upon submitting, you will receive the following on-screen message, and an email confirmation.



16. If you wish to view, edit or withdraw your submission at any time, go to the "My Jobpage" tab and select the "My Submissions" link to view the list of all applications you submitted.

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Deactivating your account:

If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the **Deactivate** link.

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How to Apply for Opportunities as an Individual Contractor (ICS) at WIPO

Getting Started:

Any individual interested in a temporary consultancy with WIPO as an Individual Contractor should follow the below instructions when applying for opportunities. These opportunities are identifiable by the contract type Individual Contractor Services (ICS) and will be referred to as ICS throughout this document.

- View WIPO's current list of ICS opportunities.
- Select the opportunity meeting your skills and qualifications for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and successful applicants will be contacted within two months from date of closure of the vacancy announcement.
- All inquiries regarding the online application process should be addressed to ics@wipo.int.

Application Process at WIPO:



Note to Applicants:

As of April 2016, WIPO has transitioned to a new online recruiting system. Returning applicants who have completed an online profile to apply for jobs or ICS opportunities at WIPO prior to 1 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our FAQs.

Subscribe to WIPO Job Alerts:

To subscribe to WIPO ICS opportunities alerts, click the RSS feed link RSS M available on the list of ICS opportunities at WIPO. (Jobs at WIPO page > Individual contractors section "Apply for an ICS position"> RSS link)

Note on ICS Contracts:

ICS contractors fall outside of the coverage of employment contracts for WIPO Staff members and are not subject to the WIPO Staff Regulations and Rules. The contractor has no entitlement to vacation or sick leave, except for WIPO official holidays, or to medical insurance or staff pension. Absences from work will be deducted from the contractor's payment on a pro-rated basis.

Deactivating your Account:

If you wish to deactivate your account, which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the **Deactivate** link.

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How to apply for an ICS opportunity at WIPO

1. Upon clicking the "Apply for an ICS position" button, the list of ICS opportunities currently available will open. Click the job title to view the details of the corresponding opportunity. To apply you may either click the "Apply Online" button from within the job description, or return to the list and click the "Apply" button next to the corresponding job title.

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Requisition Title: APPLICATION ADMINISTRATOR - ICS	
Organizational context	
The post is located in the Patent Database Section of the Global Databases Service. This Section is responsible for loveloping and maintaining the PATENTISCOPE system. PATENTISCOPE, one of WPO's global databases, is a patient warch nystem providing public access to the Patient Cooperation Treaty (PCT) applications in full text format. The system unrently holds 35 million patients from 39 different countries and organizations.	
he main role of the incumbent is to ensure that PCT and national patent collections are processed and loaded in a timely	
Knowledge, skills and competencies Essential:	
 Comprehensive knowledge of XML format, XML processing tools, Linux, shell scripting, JAVA, open source development environments and database environments including Oracle, MySQL or similar products. 	e
 Good understanding of IT best practice and its application in a business environment. 	
 Ability to analyze and resolve user needs and complex systems problems. 	
 Ability to communicate on technical issues with a diverse audience. 	
 Excellent analytical and organizational skills. 	
 Excellent communication and interpersonal skills and ability to maintain effective partnerships and working a multicultural, multi-ethnic environment with sensitivity and respect for diversity 	relations in
 Good knowledge of production procedures and data flows. 	
 Ability to troubleshoot under pressure. 	
 Ability to work on own initiative and as a member of a team. 	
Desirable:	
- Knowledge of Talend, Lucene, SOLR, JUnit, JMeter and web application frameworks such as JSF or Sprin	ıg.
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2. After clicking the "Apply" button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the "Forgot your username" or "Forgot your password" link to retrieve it.

WIPO		
Welcome. You are not signed in.		
Job Search		
Login		
To access your account, please identify yourself by providing the information	requested in the fields below, then click "Login". If yo	u are not registered yet, click "New user" and follow the instructions
to create an account.	Returning users enter	
Mandatory fields are marked with an asteriak.	username and password	
•User Name	then click Login	
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Farget your user neme? Farget your pastword?	applicants who created an account before 1 April 2016	
Login New User	click here	

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new opportunities.

3. Enter the relevant information in the New User Registration section, then click "Register".

New User Registration						
Please take a few moments to register. You	will need this	informatio	n to acces	s your acc	ount in the	s future
Mandatory fields are marked with an aste	visit.					
User Name						
Password						
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Email Address						
Re-enter Email Address						
Register Cancel						

4. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the "I Accept" button. (Note: clicking "I Decline" will cancel the application process)

Privacy Agreement
Select a language English
The World intelectual Property Organization (WPO) values the privacy of your personal information. We take every precaution to protect the information you provide. By accessing this site, you will be required to provide certain personal information, such as your name, contract details, education and work history etc. You can access your personal information by logging into your profile from our website. You can then update, modify or detels your personal information.
By accessing this sile, certain information about the liker, such as informed Protocol (P) addresses, path of savigation through the sile, the software used and the time speni on the sile, along with other similar information, may be about in a cloud solution. This information may be used, infer also, for conducting web alls thatfic analysis.
Personal information collected by WPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties eithout your permission. While we make every effort to protect the personal information of the User on this also, we do not accept any lability for the security of the information. Your profile is password protected. Prease remember sever to share your password with anyone, and to mange it requesity.
WPO shall not be liable for any less or clamage that may occur while you are using the site.
We reserve the right to close your account if it contains failes, misleading or inappropriate information.
-1.Accept Descino-

5. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.

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6. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing required information, click "Save and Continue" to proceed.

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7. Next, complete the Education and Certifications section. After completing all the relevant fields, click the "Save and Continue" button to proceed.

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8. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

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9. Complete the General Questionnaire on this page which applies to all ICS opportunities at WIPO.

General Questions		to complete your cation
Questionnaire Rease asswer the following questions as accurately as possible	Click	here to open the quick
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• 5 Employment at WIFO may require transfer to one of its external offices. Would you be w O Yes	lling to relocate?	
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10. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the "Save and Continue" button once you have answered all the questions.

Applying for: APP	Parton AD		Overand Guestime	Later of Moscular Sugar	nkm) Reversed	Step 5 out of 8 (PrintEmail
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11. Next, please provide a motivational letter to complement your application. Once complete, click "**Save and Continue**" to proceed.

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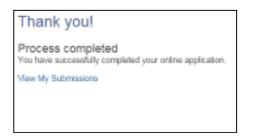
12. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the "Save and Continue" button.

Signature		
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13. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the "Edit" link. Once reviewed, click "Submit" to submit your application.

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Upon submitting, you will receive the following on-screen message, and an email confirmation.



14. If you wish to view, edit or withdraw your submission at any time, go to the "My Jobpage" tab and select the "My Submissions" link to view the list of all applications you submitted.

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