

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 WIPO3

Applying for the **WIPO Internship Program** 16

Applying for Opportunities as an **Individual Contractor (ICS)** at WIPO28

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 [FAQs](#).

Subscribe to WIPO Job Alerts:

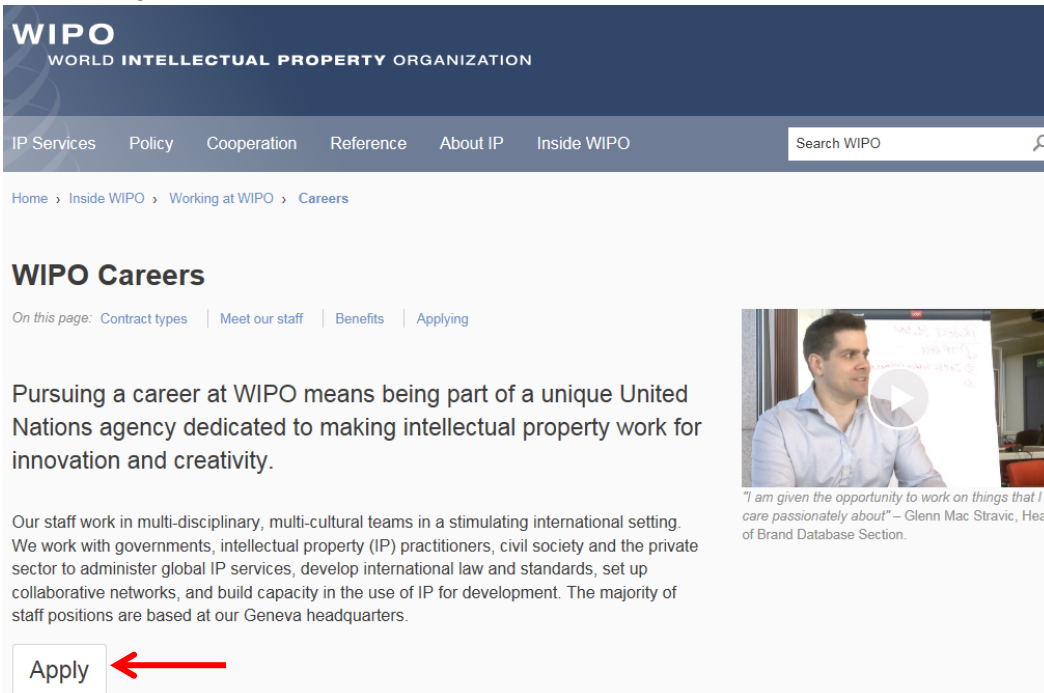
To subscribe to WIPO Job alerts, click the RSS feed link  available on the WIPO job openings list. (WIPO Career Page > Apply> RSS link)

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



WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

IP Services | Policy | Cooperation | Reference | About IP | Inside WIPO | Search WIPO

Home > Inside WIPO > Working at WIPO > Careers

WIPO Careers

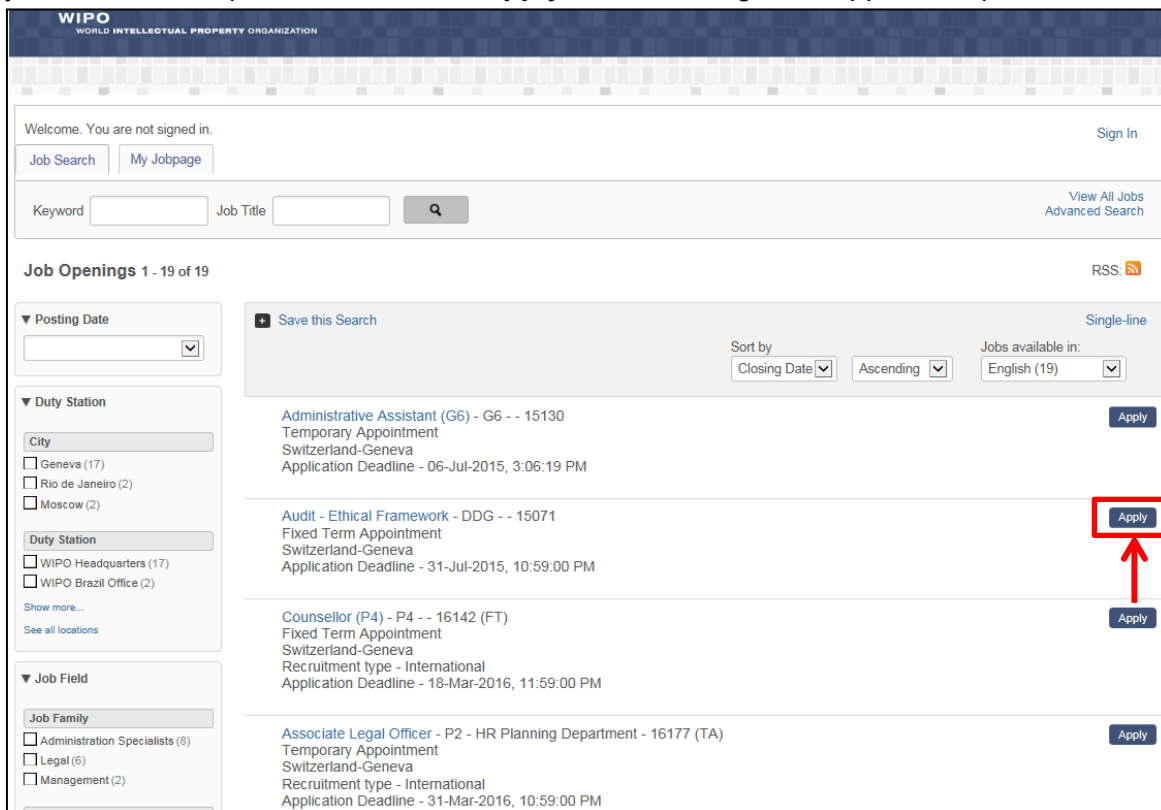
On this page: [Contract types](#) | [Meet our staff](#) | [Benefits](#) | [Applying](#)

Pursuing a career at WIPO means being part of a unique United Nations agency dedicated to making intellectual property work for innovation and creativity.

Our staff work in multi-disciplinary, multi-cultural teams in a stimulating international setting. We work with governments, intellectual property (IP) practitioners, civil society and the private sector to administer global IP services, develop international law and standards, set up collaborative networks, and build capacity in the use of IP for development. The majority of staff positions are based at our Geneva headquarters.

[Apply](#)

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.



WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Welcome. You are not signed in. [Sign In](#)

[Job Search](#) | [My Jobpage](#)

Keyword Job Title [Q](#) [View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 19 of 19 [RSS](#)

[Save this Search](#) [Single-line](#)

Sort by: [Closing Date](#) [Ascending](#) Jobs available in: [English \(19\)](#)

<input type="checkbox"/> Geneva (17) <input type="checkbox"/> Rio de Janeiro (2) <input type="checkbox"/> Moscow (2)	Administrative Assistant (G6) - G6 - - 15130 Temporary Appointment Switzerland-Geneva Application Deadline - 06-Jul-2015, 3:06:19 PM	Apply
<input type="checkbox"/> WIPO Headquarters (17) <input type="checkbox"/> WIPO Brazil Office (2)	Audit - Ethical Framework - DDG - - 15071 Fixed Term Appointment Switzerland-Geneva Application Deadline - 31-Jul-2015, 10:59:00 PM	Apply
Show more... See all locations	Counsellor (P4) - P4 - - 16142 (FT) Fixed Term Appointment Switzerland-Geneva Recruitment type - International Application Deadline - 18-Mar-2016, 11:59:00 PM	Apply
<input type="checkbox"/> Administration Specialists (8) <input type="checkbox"/> Legal (6) <input type="checkbox"/> Management (2)	Associate Legal Officer - P2 - HR Planning Department - 16177 (TA) Temporary Appointment Switzerland-Geneva Recruitment type - International Application Deadline - 31-Mar-2016, 10:59:00 PM	Apply

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.

The screenshot shows the WIPO login page. At the top, it says "WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION". Below that, it says "Welcome. You are not signed in." There is a "Job Search" button. The main heading is "Login". Below the heading, it says: "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." There are two input fields: "User Name" and "Password", both marked with an asterisk. Below the fields are two links: "Forgot your username?" and "Forgot your password?". At the bottom, there are two buttons: "Login" and "New User". Two blue callout boxes with red arrows point to the "Login" and "New User" buttons. The first callout box says: "Returning users enter username and password then click Login". The second callout box says: "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”.

The screenshot shows the "New User Registration" form. At the top, it says "New User Registration". Below that, it says: "Please take a few moments to register. You will need this information to access your account in the future." There is a section for password rules: "Please note that the password must respect the following rules:" followed by a list of rules:

- It must contain between 8 and 24 characters. Use only characters from the following set: ! # \$ % & () * + , .
- It must contain at least 1 lowercase letter(s) (abcdefghijklmnopqrstuvwxyz).
- It must contain at least 1 capital letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ).
- It must contain at least 1 numeric character(s) (0123456789).
- It must not contain more than 2 identical consecutive characters (AAA, iii, \$\$\$\$...).
- It must not contain your user name.
- It must not contain your email address.
- It must not contain your first name.
- It must not contain your last name.

Below the rules, it says: "Mandatory fields are marked with an asterisk." There are five input fields: "User Name", "Password", "Re-enter Password", "Email Address", and "Re-enter Email Address", all marked with an asterisk. At the bottom, there are two buttons: "Register" and "Cancel".

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)

Privacy Agreement

Select a language
English v

The World Intellectual Property Organization (WIPO) 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, contact 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 delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information.. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

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.

Welcome. You are signed in. My Account Options | My Job Cart (0 items) | Sign Out

Job Search | My Jobpage

Applying for: LEGAL OFFICER (Job Number: 16165 (TA)) Step 1 out of 9

Resume Parsing

Personal Information

Education and Certifications

Employment Record

General Questions

Profile Questions

Letter of Motivation

eSignature

Review and Submit

[How to complete your application](#)
[Click here to open the quick guide](#)

Resume Parsing

How to complete your application
Click here to open the quick guide

Upload data from LinkedIn

← Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Or upload a resume

Select the resume file to upload ← Select this option to upload a resume or CV in MS Word format.

Note: Once the process is completed, please verify the fields containing values automatically extracted from your resume.

No thanks, I will fill out the online submission manually ← Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended)

Privacy Agreement

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

Applying for: LEGAL OFFICER (Job Number: 16165 (TA)) Step 2 out of 8 | Print/Email

Personal Information **Education and Certifications** Employment Record General Questions Profile Questions Letter of Motivation eSignature Review and Submit

Save and Continue Save and Exit Withdraw Application

Education and Certifications

Education
List your education below, starting with the most recent.

Education 1

* Institution: * Specialization/Main Course(s) of study:

* Education level (Diploma):

* From year: * To year:

* City: * Country:

* Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

Certifications
Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification 1

Certification: Number/ID:

Issue Date: Expiration Date:

If this certification will be received in the future, enter the expected issuing date.

Issuing Organization:

Save and Continue Save and Exit Withdraw Application Privacy Agreement

Click the “Add Education” button to enter additional degrees obtained or in progress

Click the “Add Certification” button to enter additional certifications obtained

After entering all the required information, click “Save and Continue” to proceed

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.

Applying for: **Legal Officer (Job Number: 16087 (FT))**

Employment Record

Work Experience
List your work experience below, starting with the most recent.

Work Experience 1

Current job

* Name of employer Job title

Registered address of employer and current work location (if different from employer's main address)

* From: Month Year * To: Month Year

* Working Time Percentage
Not Specified
If other, please specify:

* Supervisor's Name * Supervisor's Title

Supervisor's Email Address Supervisor's Phone

I confirm that this supervisor may be contacted

Number of employees supervised by you:
Not Specified

* Description of Duties and Responsibilities (3000 Characters)

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters)

Reason for leaving

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

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

Applying for: **Legal Officer (Job Number: 16087 (FT))**

Personal Information > Education and Certifications > Employment Record > **General Questions** > Profile Questions > Letter of Motivation > eSignature > Review and Submit

Save and Continue Save and Exit Withdraw Application

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

* 1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

* 2. Are any members of your family employed by WIPO?
 Yes
 No

* 3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

* 4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

* 5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

* 6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to undergo such a background check if necessary?
 Yes
 No

Save and Continue Save and Exit Withdraw Application

After answering all the questions, click "Save and Continue" to proceed

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.

Applying for: **Legal Officer (Job Number: 16087 (FT))**

Personal Information > Education and Certifications > Employment Record > General Questions > **Profile Questions** > Letter of Motivation > eSignature > Review and Submit

Save and Continue Save and Exit Withdraw Application

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

1. Do you have an advanced university degree in international relations, law or other closely related field?
 Yes
 No

2. Do you have a first-level university degree in science, economics, law or related field?

After answering all the questions, click "Save and Continue" to proceed

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.

Applying for: Legal Officer (Job Number: 16087 (FT))

Personal Information → Education and Certifications → Employment Record → General Questions → Profile Questions → Letter of Motivation → eSignature → Review and Submit

Save and Continue Save and Exit Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement, and describe your motivation for applying to this vacancy.

* Plain text motivational letter(3000 characters)

letter of motivation

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After completing the letter, click “Save and Continue” to proceed

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.

Applying for: Legal Officer (Job Number: 16087 (FT))

Personal Information → Education and Certifications → Employment Record → General Questions → Profile Questions → Letter of Motivation → eSignature → Review and Submit

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

* Please enter your full name:

* Please enter your date of birth (MMDDYYYY)

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After entering the information, click “Save and Continue” to proceed

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 Officer (Job Number: 16087 (FT))**

Personal Information | Education and Certifications | Employment Record | General Questions | Profile Questions | Letter of Motivation | eSignature | **Review and Submit**

Submit | Save and Exit | Withdraw Application

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | Edit

Personal Information

Calin
3243
42344

After a thorough review, click “Submit” in order to submit your application.

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

Thank you!

Process completed
You have successfully completed your online application.

[View My Submissions](#)

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.

J Johnson, you are signed in. My Account Options | My Job Cart (0 items) | Sign Out

Job Search | **My Jobpage**

My Submissions | My Job Selections | Pending Job Applications

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page: 5

Completed Submissions

LEGAL OFFICER -
Geneva-WIPO Headquarters
Publication Date : 08-Mar-2016 – Job Number: 16168 (TA)
Job Status: Accepting Job Submissions
Submission Status: Completed – Updated: 15-Mar-2016

[View/Edit Submission](#) | [Withdraw](#)

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

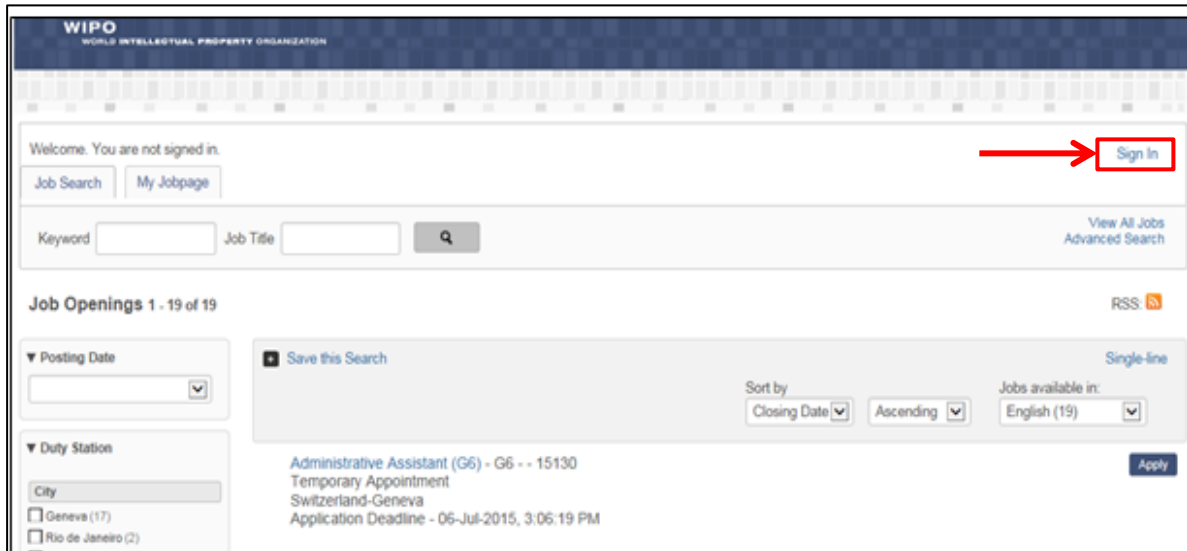
[Access my profile](#)

Icon legend
[More information](#)

Creating a profile in WIPO's Online Recruitment System without applying to a job:

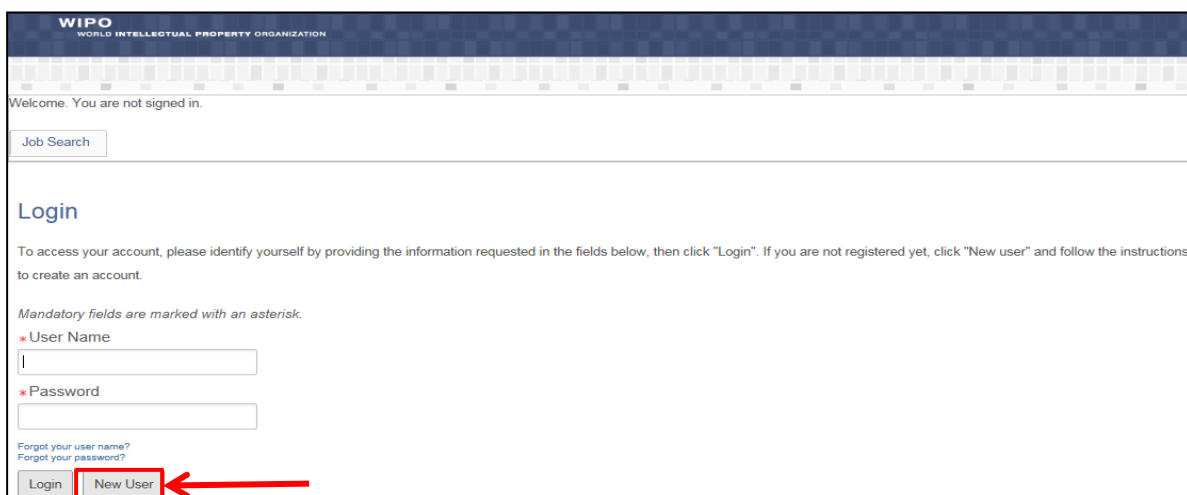
If you wish to create a spontaneous online profile in our system without applying to a specific job, please follow the below instructions and use this [link](#).

Click the “Sign In” link at the top right of the page:



The screenshot shows the WIPO recruitment system homepage. At the top right, there is a "Sign In" link highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a search bar with "Keyword" and "Job Title" fields, and a "View All Jobs Advanced Search" link. The main content area displays "Job Openings 1 - 19 of 19" with various filters and a job listing for "Administrative Assistant (G6) - G6 - - 15130".

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



The screenshot shows the WIPO recruitment system login page. At the bottom left, there are two buttons: "Login" and "New User". The "New User" button is highlighted with a red box and a red arrow pointing to it. The page contains a "Login" section with instructions and input fields for "User Name" and "Password".

Enter your desired user name and password, and then agree to the privacy agreement on the next page.

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Please note that the password must respect the following rules:

- It must contain between 6 and 24 characters. Use only characters from the following set: ! # \$ % & () * + - .
- It must contain at least 1 lowercase letter(s) (abcdefghijklmnopqrstuvwxyz).
- It must contain at least 1 capital letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ).
- It must contain at least 1 numeric character(s) (0123456789).
- It must not contain more than 2 identical consecutive characters (AAA, III, \$\$\$\$\$...).
- It must not contain your user name.
- It must not contain your email address.
- It must not contain your first name.
- It must not contain your last name.

Mandatory fields are marked with an asterisk.

• User Name

• Password

• Re-enter Password

• Email Address

• Re-enter Email Address

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).

J Johnson, you are signed in. [My Account Options](#) | [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#) ←

[My Submissions](#) | [My Job Selections](#) | [Pending Job Applications](#) |

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

Completed Submissions

[LEGAL OFFICER](#) □ -

Geneva-WIPO Headquarters
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[View/Edit Submission](#) | [Withdraw](#)

Candidate Profile
 Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#) →

Icon legend
□ More information

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.

Welcome. You are signed in. [My Account Options](#) | [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

[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 erecruit@wipo.int 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:

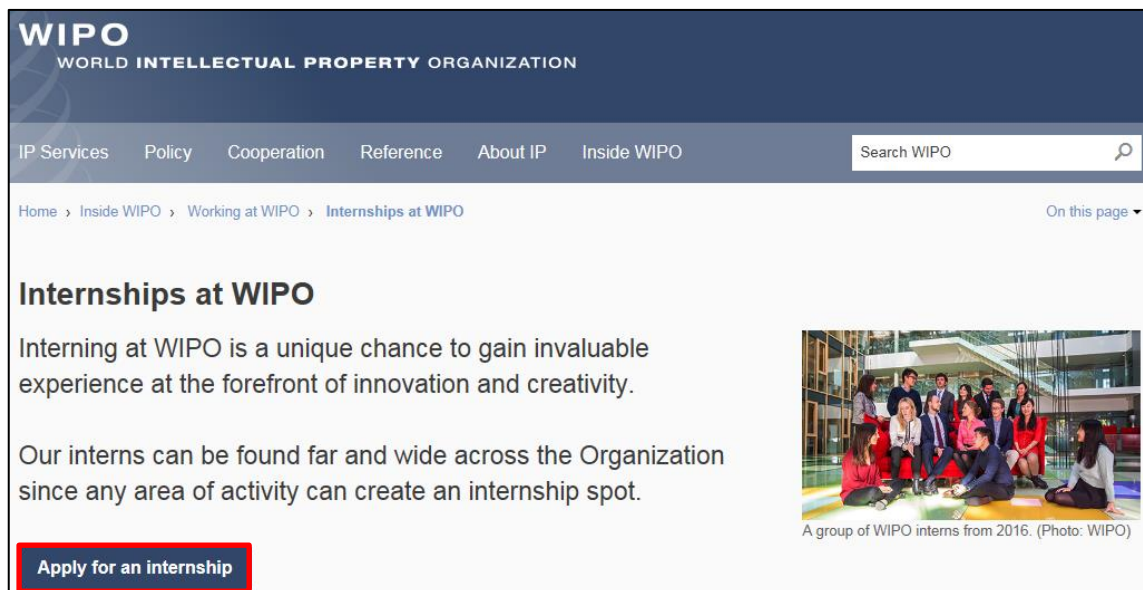


Note to Applicants:

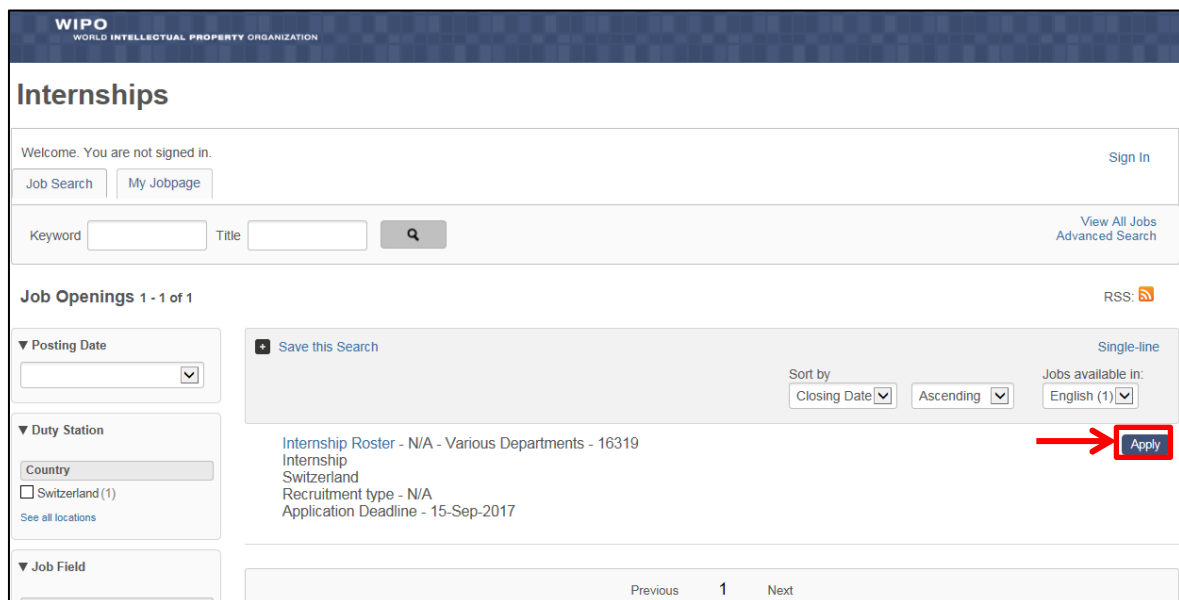
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How to apply for an internship at WIPO, step-by-step:

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.



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.

The screenshot shows the WIPO login page. At the top, it says 'WIPO WORLD INTELLECTUAL PROPERTY ORGANIZATION'. Below that, it says 'Welcome. You are not signed in.' There is a 'Job Search' button. The main heading is 'Login'. Below the heading, it says '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.' There are two input fields: '* User Name' and '* Password'. Below these fields are two links: 'Forgot your username?' and 'Forgot your password?'. At the bottom, there are two buttons: 'Login' and 'New User'. Two blue callout boxes with red arrows point to the 'Login' and 'New User' buttons. The first box says 'Returning users enter username and password then click Login'. The second box says 'New Users or returning applicants who created an account before 1 April 2016 click here'.

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- It must contain at least 1 capital letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ).
- It must contain at least 1 numeric character(s) (0123456789).
- It must not contain more than 2 identical consecutive characters (AAA, iii, \$\$\$\$\$...).
- It must not contain your user name.
- It must not contain your email address.
- It must not contain your first name.
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Below the rules, it says 'Mandatory fields are marked with an asterisk.' There are five input fields: '* User Name', '* Password', '* Re-enter Password', '* Email Address', and '* Re-enter Email Address'. At the bottom, there are two buttons: 'Register' and 'Cancel'.

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)

Privacy Agreement

Select a language
English

The World Intellectual Property Organization (WIPO) 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, contact 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 delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

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.

Applying for: Law IP - Internship (Job Number: 16025)

Resume Parsing
Personal Information
Job Notification & Contact
Education and Certifications
Employment Record
General Questions
Profile Questions
Letter of Motivation
References
eSignature

Save and Continue
Save and Exit
Withdraw Application

Resume Parsing

How to complete your application
Click here to open the quick guide

Upload data from LinkedIn

Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Or upload a resume

Select the resume file to upload

Select this option to upload a resume or CV in MS Word format.

Note: Once the process is completed, please verify the fields containing values submitted. Contacted by

No thanks, I will fill out the online submission manually.

Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended!)

Save and Continue
Save and Exit
Withdraw Application

Privacy Agreement

- 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.

Personal Information
Please enter all relevant personal information in the fields below.

Title

* First Name Middle Name * Last Name

* Gender * Civil Status

* Date of Birth
 Day Month Year * Country and Place of Birth

* First Nationality Second Nationality Third Nationality

WIPO is committed to hiring staff on as wide a geographical basis as possible. The first nationality indicated will determine the nationality of recruitment. This is subject to validation of eligibility criteria, including the individual's ties with

<p>Present Address:</p> <p>* Address (line 1) <input type="text"/></p> <p>Address (line 2) <input type="text"/></p> <p>* City <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>State/Country <input type="text"/></p> <p>* Country <input type="text" value="Not Specified"/></p> <p>* Email Address <input type="text" value="erp@wipo.int"/></p>	<p>Permanent Address (if different from Present Address):</p> <p>Address (Line 1) <input type="text"/></p> <p>Address (Line 2) <input type="text"/></p> <p>City <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>State/Country <input type="text"/></p> <p>Country <input type="text" value="Not Specified"/></p> <p>Alternative email Address <input type="text"/></p>
--	---

Phone number (include country code, e.g. +41)

Home * Mobile Work

Basic profile information

* Highest education level

* Are you currently employed with WIPO?

If yes, please indicate your current contract type

If not employed by WIPO, are you employed by another UN organisation?

Language Skills:

* Mother tongue 1		* Mother tongue 2		* Mother tongue 3		
<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	
Languages	Speaking	Reading	Writing			

If proficiency exam passed please enter the year

For descriptions of Language levels, Click here.

English	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text"/>
French	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text" value="Not Specified"/>	<input type="text"/>

Other relevant languages:

<input type="text" value="Not Specified"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="Not Specified"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="Not Specified"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="Not Specified"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>

If additional languages, please specify:

Please indicate how you heard about this job:
 * Source type

Job Posting Notification
 Please select this box to receive an email notification whenever similar opportunity is published.

After entering all the required information, click “Save and Continue” to proceed

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

Save and Continue
Save and Exit
Withdraw Application

Education and Certifications

Education
List your education below, starting with the most recent.

Education 1

* Institution

* Education level (Diploma)

* From year:
Sep 1988

* City

* Specialization/Main Course(s) of study

* To year:
Apr 1994

* Country

* Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

[Remove Education](#)

[Add Education](#)

Certifications
Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification 1

Certification

Issue Date
Month:
Year:

Issuing Organization

Number/ID

Expiration Date
Month:
Year:

If this certification will be received in the future, enter the expected issuing date.

[Remove Certification](#)

[Add Certification](#)

Save and Continue
Save and Exit
Withdraw Application

[Privacy Agreement](#)

Click the “Add Education” button to enter additional degrees obtained or in progress

Click the “Add Certification” button to enter additional certifications obtained

After entering all the required information, click “Save and Continue” to proceed

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.

Employment Record

Work Experience
List your work experience below, starting with the most recent.

Work Experience 1

Current job

* Name of employer Job title

Registered address of employer and current work location (if different from employer's main address)

* From: Month Year * To: Month Year

* Working Time Percentage
Not Specified

If other, please specify:

* Supervisor's Name * Supervisor's Title

Supervisor's Email Address Supervisor's Phone

I confirm that this supervisor may be contacted

Number of employees supervised by you:
Not Specified

* Description of Duties and Responsibilities (3000 Characters)

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters)

Reason for leaving

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

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

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

* 1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

* 2. Are any members of your family employed by WIPO?
 Yes
 No

* 3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

* 4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

* 5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

* 6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to undergo such a check?
 Yes
 No

How to complete your application

[Click here to open the quick guide](#)

After answering all the questions, click **“Save and Continue”** to proceed

[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.

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

1. Are you a competent user of Microsoft Office applications including Word, Excel, Outlook and PowerPoint and the internet, and the ability to adapt quickly to new software?
 Yes (Desired)
 No (Non Desired)

2. Can you provide relevant documents pertaining to your previous Experience?
 Yes
 No

3. Do you have post graduate degree?
 Yes
 No

After answering all the questions, click **“Save and Continue”** to proceed

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

Save and Continue Save and Exit Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement and describe your motivation for applying to this vacancy.

Plain text motivational letter(3000 characters)

letter of motivation

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After completing the letter, 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.

References

References

Please list your references below. References are individuals that are familiar with your work capabilities and your educational training and should preferably be your previous supervisors, if possible. Please note that reference checks are undertaken systematically for final shortlisted candidates. Professional references in relation to specific work experience may be requested by WIPO's Human Resources. You must specify 2 reference entries.

Last Name First Name Middle Name

Phone Number Email Address

Employer Title

Location
Country Not Specified Relationship

How long have you known this person?
Not Specified

Save and Continue Save as Draft

After entering the required information, click “Save and Continue” to proceed

- 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.**

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

* Please enter your full name:

* Please enter your date of birth (MMDDYYYY)

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

After entering the information, click “**Save and Continue**” to proceed

- 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 Application

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information

Personal Information | [Edit](#)

Personal Information

Calin
3243
42344

After a thorough review, click “Submit” in order to submit your application.

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

Thank you!

Process completed
You have successfully completed your online application.

[View My Submissions](#)

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.

The screenshot shows a user interface for managing job submissions. At the top, there are navigation tabs: 'Job Search' and 'My Jobpage' (highlighted with a red box). Below these are links for 'My Submissions', 'Job Selections', and 'Pending Job Applications'. The main content area displays a submission for 'WIPO Internship' with details: 'Geneva-WIPO headquarters', 'Publication Date: 09-Mar-2016 - Job Number: 16168 (TA)', 'Job Status: Accepting Job Submissions', and 'Submission Status: Completed - Updated: 15-Mar-2016'. At the bottom of this submission entry, there is a red-bordered box containing the text 'View/Edit Submission | Withdraw'. A blue callout box with a red arrow points to this link, containing the text: 'To edit or withdraw your submission, click this link'. On the right side, there is a 'Candidate Profile' section with a 'More information' link.

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.

The screenshot shows the 'My Account Options' page. At the top, there are navigation tabs: 'Job Search' and 'My Jobpage'. On the right side, there are links for 'My Account Options' (highlighted with a red box and an arrow), 'My Job Cart (0 items)', and 'Sign Out'. Below these, there is a 'My Account' section with a 'Deactivate' link (highlighted with a red box and an arrow). Below the 'Deactivate' link, there is a text box that says: 'This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.'

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  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.



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.

The screenshot shows the WIPO Individual Contractor Services opportunities page. At the top, the WIPO logo and 'Individual Contractor Services opportunities' are visible. The user is signed in as Naveen YP. Navigation links include 'Job Search', 'My Jobpage', 'Basic Search', 'View all Job Vacancies', and 'Printable Format'. The main heading is 'Requisition Title: APPLICATION ADMINISTRATOR - ICS'. Below this, the 'Organizational context' is provided, followed by the 'Knowledge, skills and competencies' section, which is divided into 'Essential' and 'Desirable' categories. The 'Apply Online' button is highlighted with a red box.

WIPO
WORLD INTELLECTUAL PROPERTY ORGANIZATION

Individual Contractor Services opportunities

Naveen YP, you are signed in. [My Account Options](#) | [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

[Basic Search](#) |

[View all Job Vacancies](#) [Printable Format](#)

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [f](#) [t](#) [e](#) [...](#)

Requisition Title: APPLICATION ADMINISTRATOR - ICS

1. Organizational context

The post is located in the Patent Database Section of the Global Databases Service. This Section is responsible for developing and maintaining the PATENTSCOPE system. PATENTSCOPE, one of WIPO's global databases, is a patent search system providing public access to the Patent Cooperation Treaty (PCT) applications in full text format. The system currently holds 35 million patents from 39 different countries and organizations.

The main role of the incumbent is to ensure that PCT and national patent collections are processed and loaded in a timely fashion while continuously improving the level of automation of procedures, taking into account the planned growth of

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.
- 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 relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity
- 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 Spring.

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [f](#) [t](#) [e](#) [...](#)

Welcome. You are not signed in. [Sign In](#)

Opportunities Search My Jobpage

Keyword Assignment title [View all assignments](#)

Assignment opportunities 1 - 7 of 7 [RSS](#)

▼ Posting Date

▼ Job Field

Job Family

Individual Contractual Service (5)

Administration Specialists (2)

Speciality

Consultant (2)

Project Manager (1)

[Save this Search](#) [Multi-line](#)

Sort by Assignment opportunities available in:

Job Number	Job Title	Application Deadline	Actions
15132	Consultant - ICS	31-Jul-2015	<input type="button" value="Apply"/>
15136	Consultant - ICS	12-Sep-2015	<input type="button" value="Apply"/>
16202	APPLICATION ADMINISTRATOR - ICS	24-Mar-2016	<input type="button" value="Apply"/>
16128	Project manager	31-Mar-2016	<input type="button" value="Apply"/>

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.

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 you are not registered yet, click “New user” and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

Returning users enter username and password then click **Login**

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 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 information to access your account in the future.

Mandatory fields are marked with an asterisk.

* User Name

* Password

* Re-enter Password

* Email Address

* Re-enter Email Address

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

The World Intellectual Property Organization (WIPO) 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, contact 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 delete your personal information.

By accessing this site, certain information about the User, such as Internet Protocol (IP) addresses, path of navigation through the site, the software used and the time spent on the site, along with other similar information, may be stored in a cloud solution. This information may be used, inter alia, for conducting web site traffic analysis.

Personal information collected by WIPO will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. While we make every effort to protect the personal information of the User on this site, we do not accept any liability for the security of the information. Your profile is password protected. Please remember never to share your password with anyone, and to change it frequently

WIPO shall not be liable for any loss or damage that may occur while you are using the site.

We reserve the right to close your account if it contains false, misleading or inappropriate information.

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.

Welcome. You are signed in. My Account Options | My Job Cart (0 Items) | Sign Out

Job Search | My Jobpage

Applying for: **Application Administrator- ICS (Job Number 16100)** Step 1 out of 9

Resume Parsing | Personal Information | Education and Certifications | Employment Record | General Questions | Profile Questions | Letter of Motivation | eSignature | Review and Submit

Save and Continue | Save and Exit | Withdraw Application

Resume Parsing

How to complete your application
Click here to open the quick guide

Upload data from LinkedIn



Or upload a resume

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted.

No thanks, I will fill out the online submission manually

Save and Continue | Save and Exit | Withdraw Application Privacy Agreement

Select this option to upload your data from LinkedIn. Upon clicking you will be prompted to enter your LinkedIn credentials.

Select this option to upload a resume or CV in MS Word format.

Select this option to manually complete the fields. You may copy and paste the information from a current CV. (This option is recommended)

- 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.

Applying for: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202) Step 2 out of 9 | Print/Email

Resume Parsing **Personal Information** Education and Certifications Employment Record General Questions Profile Questions Letter of Motivation eSignature Review and Submit

Save and Continue Save and Exit Withdraw Application

Personal Information

Personal Information
Please enter all relevant personal information in the fields below.

* Title
Not Specified

* First Name: Naveen Middle Name: Last Name: YP

* Gender: Not Specified Civil status: Not Specified

* Date of birth: Day: Month: Year: Country and place of birth:

First nationality: Not Specified Second nationality: Not Specified Third nationality: Not Specified

Present Address: * Address (line 1): Address (line 2): * City: Postal Code: State/Country: Country: Not Specified * Email Address: naveeny@hexaware.com

Permanent Address (if different from Present Address): Address (Line 1): Address (Line 2): City: Postal Code: State/Country: Country: Not Specified Alternative email Address:

Phone number (include country code, e.g. +41)
Home: * Mobile: Work:

* Highest education level: Not Specified

Basic profile information

Language Skills:

Languages	Speaking	Reading	Writing	If proficiency exam completed please enter the year
English	Not Specified	Not Specified	Not Specified	
French	Not Specified	Not Specified		

For descriptions of Language levels, Click here.

Job Posting Notification
 Please select this box to receive an email notification whenever similar opportunity.

Save and Continue Save and Exit Withdraw Application Privacy Agreement

After entering all the required information, click **“Save and Continue”** to proceed

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

Education and Certifications

Education
List your education below, starting with the most recent.

Education 1

* Institution: * Specialization/Main Course(s) of study:

* Education level (Diploma):

* From year: * To year:

* City: * Country:

* Title of degree (in original language) and description of studies. If online education program please include link (3000 characters):

Remove Education

Add Education

How to complete your application

[Click here to open the quick guide](#)

Click the “Add Education” button to enter additional degrees obtained or in progress

Certifications
Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification 1

Certification: Number/ID:

Issue Date: Expiration Date:

If this certification will be received in the future, enter the expected issuing date.

Issuing Organization:

Remove Certification

Add Certification

Click the “Add Certification” button to enter additional certifications obtained

After entering all the required information, click “Save and Continue” to proceed

Save and Continue **Save and Exit** **Withdraw Application**

[Privacy Agreement](#)

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.

Applying for: **APPLICATION ADMINISTRATOR - ICS (Job Number: 16202)**

Resume Parsing | Personal Information | Education and Certifications | **Employment Record** | General Questions | Profile Questions | Letter of Motivation | eSignature | Review and Submit

Employment Record

Work Experience

List your work experience below, starting with the most recent.

Work Experience 1

Current job

* Name of employer Job title

Registered address of employer and current work location (if different from employer's main address)

* From: Month Year * To: Month Year

* Working Time Percentage
 Not Specified

If other, please specify:

* Supervisor's Name * Supervisor's Title

Supervisor's Email Address Supervisor's Phone

I confirm that this supervisor may be contacted

Number of employees supervised by you:
 Not Specified

* Description of Duties and Responsibilities (3000 Characters)

Key Achievements (example: publications, associations, fellowships, additional skills etc.) (3000 Characters)

Reason for leaving

Click the "Add Work Experience" button to enter additional work experience

After entering all the required information, click "Save and Continue" to proceed

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

General Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

* 1. All appointments are subject to a satisfactory medical examination. Are you willing to undergo a medical examination in the context of the recruitment process?
 Yes
 No

* 2. Are any members of your family employed by WIPO?
 Yes
 No

* 3. Employment at WIPO may require international travel. Are you willing to travel in the course of your duties?
 Yes
 No

* 4. Employment at WIPO may require occasionally moving to different functions in the course of your career or taking up new duties. Are you open to such changes?
 Yes
 No

* 5. Employment at WIPO may require transfer to one of its external offices. Would you be willing to relocate?
 Yes
 No

* 6. Recruitment to sensitive functions may be subject to passing a background check. Are you willing to pass a background check?
 Yes
 No

After answering all the questions, click **"Save and Continue"** to proceed

[Privacy Agreement](#)

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: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202) Step 5 out of 8 | Print/Email

Personal Information
Education and Certifications
Employment Record
General Questions
Profile Questions
Letter of Motivation
eSignature
Review and Submit

Profile Questions

Questionnaire
Please answer the following questions as accurately as possible.

How to complete your application
Click here to open the quick guide

* 1. Would you like to work for WIPO?
 Yes, definitely.
 No, I don't want to.
 I am not quite sure.

After answering all the questions, click **"Save and Continue"** to proceed

[Privacy Agreement](#)

11. Next, please provide a motivational letter to complement your application. Once complete, click **“Save and Continue”** to proceed.

Applying for: APPLICATION ADMINISTRATOR - ICS (Job Number: 16202) Step 6 out of 8 | Print/Email

Personal Information → Education and Certifications → Employment Record → General Questions → Profile Questions → **Letter of Motivation** → eSignature → Review and Submit

Save and Continue Save and Exit Withdraw Application

Letter of Motivation

Please explain how your qualifications, experience and skills make you suitable for this post in line with the requirements listed in the vacancy announcement, and describe your motivation for applying to this vacancy.

* Plain text motivational letter(3000 characters)

How to complete your application
Click here to open the quick guide

After completing the letter, click **“Save and Continue”** to proceed

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

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.

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language
English

By completing the information requested, I declare that the information provided such as the name, nationality, date of birth, education and work history and other data is true, complete and correct to the best of my knowledge and belief, and authorize WIPO to take any necessary steps to verify all information provided, including contacting former employers.

I understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during my application, may result in my disqualification from the hiring (or selection) process, or termination of my contract with WIPO at a later date, if that contract resulted from such willful misrepresentations.

Do not sign until you have read the above statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

* Please enter your full name:

* Please enter your date of birth (MMDDYYYY)

After entering the information, click **“Save and Continue”** to proceed

Save and Continue Save and Exit Withdraw Application [Privacy Agreement](#)

- 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.

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.**