



Internal Oversight Division (IOD)

PLACEMENT OFFER 2023

February 24, 2023

Duration	Six months
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INTERNSHIP PLACEMENT OFFER 2023

Name of host organization:	World Intellectual Property Organization
Location:	WIPO Headquarter Internal Oversight Division 34 Chemin des Colombettes CH-1211 Geneva 20, Switzerland
Closing date for applications:	March 20, 2023
Starting date:	May 15, 2022
Duration:	Six months
Remuneration:	Please see attached "Office Instruction on WIPO Internship Policy"
Supervisor:	Mr. Adan Ruiz Villalba, Head Evaluation Section
E-mail:	iod@wipo.int copying julia.engelhardt@wipo.int and adan.ruizvillalba@wipo.int
Section:	Evaluation Section
Division:	Internal Oversight Division
Homepage:	http://www.wipo.int/about-wipo/en/oversight/iaod/index.html

Supervisor	Mr. Adan Ruiz Villalba, Head Evaluation Section
	<p>The World Intellectual Property Organization is looking for a highly motivated, innovative, and collaborative candidate willing to contribute actively to the work of the Evaluation Section to join our WIPO Headquarters in Geneva, Switzerland.</p> <p>Posting Date: February 24, 2023 Application Deadline: March 20, 2023</p>
About WIPO	<p>The World Intellectual Property Organization (WIPO) is a self-funding agency of the United Nations with 193 member states. WIPO is the global forum for intellectual property (I.P.) services, policy, information, and cooperation. WIPO's mission is to lead the development of a balanced and effective global intellectual property ecosystem to promote innovation and creativity for a better and more sustainable future.</p> <p>WIPO focuses on building a dynamic corporate culture that is genuinely diverse and inclusive. It empowers its people to work collaboratively and innovatively by providing the right environment and working-life balance.</p> <p>WIPO is an equal-opportunity employer and encourages women and nationals of all geographical regions to apply.</p>
A detailed description of the internship project(s); tasks assigned	<p>If you want to collaborate with a diverse, dynamic, and innovative team in an Organization that provides plenty of learning opportunities, join us.</p> <p>You will work under the supervision of the Head of the Evaluation Section within the Internal Oversight Division (IOD).</p> <p>You will be expected to work closely and collaborate with colleagues within the Evaluation Section who supports the Director-General in his management responsibilities and assist program managers in attaining the Organization's objectives by providing evaluation and behavioral science services. It makes recommendations and lessons learned from implementing WIPO's initiatives.</p> <p>Your primary task will be to assist the Evaluation Section in the evaluation and behavioral sciences assignments planned in the Oversight Plan: the type of evaluations undertaken by the Division range from thematic or program evaluations to country portfolio or strategic evaluations.</p>
Training components and learning elements	<ul style="list-style-type: none"> a) Evaluation and behavioral sciences as part of internal oversight in international organizations; b) Evaluation and behavioral sciences methodologies and processes; c) International development and specific knowledge concerning the Intellectual Property (I.P.) system and ways to provide evidence-based analysis of its performance.

Required Qualifications

Academic requirements	<p>All you will need to apply for this placement is:</p> <ul style="list-style-type: none"> a) a first advanced university degree with or without the final thesis; or b) a first advanced university degree and pursuing a subsequent university degree; or c) your most recent advanced university degree less than two years from the date of the internship application.
Subjects	Evaluation, Business Management, Public Administration, Social Sciences, Psychology, Behavioral Science, or Communication.
Language Skills	English and any additional U.N. language(s) are a plus.
Computer literacy	Proficiency in M.S. Office programs, especially Excel, Word, PowerPoint, and Outlook. Proficiency in the creation of infographics. Knowledge of other qualitative or quantitative data analysis (e.g., Atlas-ti, SPSS, Teammate ©, OneNote, NVIVO) would be an added plus.
Internship-related experiences	<p>Administration experience. Excellent drafting and research skills Interest in program assessments and behavioral sciences. Quantitative and qualitative skills are required. Knowledge and/or experience of international evaluation standards. Editorial skills and the application of visual aid tools such as infographics are a plus.</p>
Additional skills/requirements	<p>Willingness to work in a genuinely multicultural team Excellent organization skills Excellent collaboration and coordination skills Enthusiasm and good tact</p>
Stipend and benefits	<p>The stipend is a monthly allowance granted to interns, intended to contribute towards the cost of lodging, board, and local transportation.</p> <p>Interns shall receive a monthly stipend of 2,070 Swiss francs, which includes a local transportation allowance of 70 Swiss francs.</p> <p>Interns who are nationals of developing, least developed, or transition countries shall be entitled to receive the reimbursement of travel expenses on recruitment and on separation from WIPO, up to a maximum of 1,500 Swiss francs for the round trip, provided the following conditions are met:</p> <ul style="list-style-type: none"> (a) The intern must be residing in his or her home country at the time of recruitment; and (b) Travel must be by the most economical route and economy class (if by train or airplane). <p>WIPO shall not be responsible for arranging the entry visa but may provide the intern with assistance if necessary.</p>

	<p>Interns assigned to WIPO headquarters in Geneva shall be entitled to a Swiss "<i>carte de légitimation</i>" for the duration of their internship, which serves as a residence and work permit.</p> <p>WIPO shall provide medical and professional accident insurance coverage for the intern.</p> <p>Working Hours The full-time working week shall be 40 hours, from Monday to Friday, not including the daily lunch break.</p> <p>Interns shall accrue two and a half days of annual leave per full month of service.</p>
How to apply?	<p>Interested applicants are required to provide a detailed CV with the name of two references (we will only contact the references of the final candidate)</p> <p>Applications should be sent to the following addresses:</p> <p>iod@wipo.int copying julia.engelhardt@wipo.int and adan.ruizvillalba@wipo.int</p>

Contact Information

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