



**Call for Applications  
Three Fellowships  
Accessible Books Consortium Secretariat  
World Intellectual Property Organization  
Geneva, Switzerland**

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**1. Duties and responsibilities**

The Fellows shall work under the supervision of the Head, ABC, with training and guidance provided by members of the ABC Secretariat. Fellows shall provide support in the following areas:

- a) researching and maintaining a list of prospective AEs from around the world;
- b) introducing and promoting ABC with the aim of having prospective AEs join the Service, including managing the signing of WIPO-AE contracts;
- c) the integrating of new AE catalogues into the ABC database, including analyzing, mapping and cleaning of metadata, and liaising between the AE and the IT team;
- d) testing new features and functions of the Service;
- e) working with AEs in developing or least developed countries to establish ABC projects, with the objective of producing accessible format copies and a relevant catalogue of such titles;
- f) promoting best practices with publishers with respect to producing accessible format copies of their titles and the associated metadata,
- g) participating in any teleconferences, meetings or international conferences/seminars as requested by the Head, ABC, including performing any administrative tasks related to the organization of such events;
- i) any other tasks as requested by the Head, ABC.

**2. Requirements**

a) Education:

Essential: University degree in library or information sciences, information technology, law or other relevant discipline.

b) Languages:

Essential: Excellent (written and spoken) knowledge of English.

Desirable: Excellent written and spoken knowledge of at least one of: Arabic, French or Spanish.

b) Experience:

Desirable:

- i. At least 6 months experience in library services delivery, IT systems analysis or information architecture or other relevant professional experience;
- ii. Experience working for a library for the blind or an organization serving people who are blind, visually impaired or otherwise print disabled.

d) Specific skills and competencies:

Essential:

- i. Excellent written and oral communication skills;
- ii. Ease and tact in personal contacts at all levels;
- iii. Flexibility and team spirit;
- iv. Ability to work quickly and accurately under pressure;
- v. Commitment to the humanitarian objectives of the Marrakesh Treaty and ABC.

Desirable:

- i. Knowledge and understanding of digital information management, library services platforms, cataloguing and metadata schema and system discovery;
- ii. Knowledge and understanding of accessible format standards and the assistive technology used by people who are blind, have low vision or are otherwise print-disabled;
- iii. Knowledge and understanding of contract law;
- iv. Knowledge and understanding of copyright law and the Marrakesh Treaty.

e) WIPO Core Competencies:

- i. Communicating effectively.
- ii. Respecting individual and cultural differences.
- iii. Showing team spirit.
- iv. Managing yourself.
- v. Producing results.
- vi. Embracing change.
- vii. Respecting ethics and values.

#### 4. Terms and Conditions

- a) Term of fellowship: up to 12 months, with the possibility of renewable up to an additional 12 months, for a maximum of two years.
- b) Location: WIPO Headquarters, Geneva, Switzerland.
- c) Stipend: CHF 5000 per month (CHF 60,000 per year).
- d) Travel expenses: one economy class ticket (return) from/to the Fellow's place of residence by the most direct and economical route to/from Geneva. If necessary, WIPO may provide assistance in obtaining an entry visa to Switzerland.
- e) WIPO provides medical and accident insurance coverage during the course of the fellowship.
- f) WIPO will request a "*carte de légitimation*" for the Fellow, which serves as a residence and work permit, from the Permanent Mission of Switzerland to the United Nations Office and to the other international organizations in Geneva. Family members of the Fellow are not eligible for a "*carte de légitimation*."

- g) Tax and social security: Fellows shall be solely responsible for meeting any taxation and social security obligations that may arise directly or indirectly from their contract with WIPO.

#### **5. Additional information**

Fellows are not staff members of WIPO and the position does not lead to any employment rights and entitlements beyond the terms of the fellowship.

Only those candidates who are shortlisted for a written test and an interview (via videoconference) will be contacted, in which case you will be required to provide a scanned copy of an identification or passport and the specified degree(s)/diploma(s)/certificate(s).

Please note that the fellowship is subject to satisfactory references.