

**Legal Internship**  
**World Intellectual Property Organization (WIPO)**  
**Human Resources Management Department (HRMD) Policy and Law Section**  
**Geneva, Switzerland**

**Introduction**

WIPO is the global forum for intellectual property services, policy, information and cooperation. WIPO is a specialized agency of the United Nations, with 187 member states. Our mission is to lead the development of a balanced and effective international intellectual property system that enables innovation and creativity for the benefit of all. More information about WIPO can be obtained at <http://www.wipo.int/portal/en/>.

HRMD aims to ensure that WIPO has the human resources (HR) necessary to fulfill the Organization's mandate, through working in partnership with all sectors of the Organization, and providing good employment practices and a professional environment for staff.

The Policy and Law Section of HRMD is responsible for:

- reviewing and developing the Staff Regulations and Rules and HR policies;
- managing cases through the internal justice system;
- providing legal advice on HR-related matters.

**Internship Description**

The Policy and Law Section of HRMD is looking for a motivated graduate in law to join its small team at its Headquarters in Geneva, Switzerland. The successful candidate will gain experience in a number of policy and legal matters relating to human resources management in an international organization. Under the guidance of the Head of Section and staff of the Section, the intern will perform the following functions:

*Policy*

Conduct the necessary research for new or revised HR policies and procedures and amendments to the Staff Regulations and Rules, drawing on a range of sources from the United Nations common system, and other sectors, where applicable. Assist with the provision of advice to other sections of HRMD on policy matters.

*Administrative Law*

Assist with fact-finding and legal research in relation to requests for review of administrative decisions, complaints of harassment, rebuttals of performance appraisals, appeals to the WIPO Appeal Board, or complaints against the Organization submitted to the International Labour Organization Administrative Tribunal. This includes:

- Performing research on jurisprudence relevant to the cases;
- Obtaining and collecting information and documents related to the cases and liaising with the other HRMD sections and other WIPO departments for this purpose.

Assist with other tasks as needed, including administrative and paralegal support.

**Qualifications and Skills**

- Master's degree in law. Specialization in international law an asset
- Full proficiency in English. Very good knowledge of French an asset
- Excellent analytical and drafting skills
- Strong teamwork and flexibility
- High level of discretion and ability to handle confidential and sensitive material

**Additional information**

The position is full time (40 hours per week) for a minimum duration of 6 months/maximum of 12 months. A stipend of CHF 2,000 per month is provided, as well as medical insurance, annual leave and sick leave benefits.

Graduates are eligible to apply for an internship no more than two years after completion of their most recent degree or postgraduate studies.

Ideal start date: November 1, 2017.

**Application process**

Please send your CV and cover letter to: Ms. Anne Coutin ([anne.coutin@wipo.int](mailto:anne.coutin@wipo.int)) and Ms. Lyndsey Bochaton ([lyndsey.bochaton@wipo.int](mailto:lyndsey.bochaton@wipo.int)) by September 22, 2017.

September 5, 2017