

JOB VACANCY

SENIOR INTELLECTUAL PROPERTY SPECIALIST (FIXED TERM) X 1



JOB PURPOSE

Responsible for identification, interrogation and drafting of documents for filing for protection of intellectual property, such as inventions, creative works, product names/brands/logos, or other intangible property of the Institute using and applying an in-depth knowledge of Copyrights, Trademarks, Design Rights and Patent law to ensure the effective monitoring of use and respect of intellectual property rights. Identifying potential cases of infringement and sending out legal notices where required; Devising, planning, documenting, disseminating and managing Strategies for the successful commercialization of the registered and protected IP Rights (Patents, Trademarks, Designs, Utility Models), unregistered but accrued rights (Copyrights), and company Trade-secrets.

THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Supports company Patents, Designs, Trademarks, Breeders Rights and Utility Models registrations.
2. Acts as liaison Officer to outside counsel to substantiate all NARDI IP registration and commercialisation.
3. Facilitates and Coordinates registration for protection of all company intangible assets (Know-how, Knowledge, processes) emanating from the R&D processes
4. Develops company specific Patents, Designs, Trademarks & Copyrights training materials and general IP information brochures and packs.
5. Monitors online marketplace sites, competitor websites, and product launch announcements.
6. Coordinates management presentations to obtain necessary buy-in on IP Rights registration and enforcement initiatives.
7. Advises the Research & Development department on all IP related matters, through Prior Art Searches, Freedom-to-Operate searches, Technology Tracking & Mapping, Technology Forecasting exercises
8. Advice on Research Publications, Journals, Media bulletins and technology exposures/demonstrations
9. Manages the Invention Disclosure Procedures and other Confidentiality clauses/Agreements and forms
10. Liaise with the Business Specialist Office on Technology Commercial Viability assessments
11. Supports ITC and law enforcement investigations/actions, in coordination with intellectual property & litigation counsel.
12. Drafts Patents, Utility Models, Design Rights applications and manage the overall NARDI IP Portfolio
13. Conducts regular IP-protected Technology demonstrations & exhibitions, and Match-making events
14. Conducts regular IP Awareness sessions for NARDI Staff and Stakeholders
15. Implements the Stakeholder Engagement Framework and other support company Policies.
16. Designs and implements the IP Commercialisation Strategies for all registered and protected NARDI intangible assets.
17. Performs such other related activities directed by supervisor

POSITION REQUIREMENTS

Qualifications:

Master's Degree in Intellectual Property or a closely related discipline.

Experience:

At least eight (8) years' post qualification experience in an intellectual Property management environment.

Competencies:

- Interpersonal skills.
- Data analysis skills.
- Research skills.
- Networking skills.
- Communication & Presentation skills.

Key Performance Areas

1. Registration of NARDI Intellectual Property.
2. Dissemination of IP Knowledge & Info to Staff.
3. Empowerment of key R&D personnel on IP Search Techniques.
4. Commercialisation of registered and protected NARDI IP.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: recruitment@tetrice.co.bw
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.
Applications Closing Date: 15 TH MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

