

POSITION DESCRIPTION

INTELLECTUAL PROPERTY COMMERCIAL SPECIALIST

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Intellectual Property Commercial Specialist to work in the U.S. Patent and Trademark Office/Foreign Commercial Service (USPTO/FCS) office in Kuwait City.

BASIC FUNCTION OF THE POSITION:

This is a high level senior Locally Employed Staff position in the U.S. Patent and Trademark Office/Foreign Commercial Service (USPTO/FCS) office in Kuwait City. The incumbent is the principal advisor on all aspects of Intellectual Property Rights (IPR) issues for Middle East and North Africa countries with responsibility and coverage of: Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, United Arab Emirates, and Yemen. The incumbent is responsible for advising, monitoring, analyzing, and reporting on IPR matters. The incumbent needs to evaluate and prioritize IPR developments in his/her region of responsibility by determining which IPR developments are most likely to affect U.S. interests and U.S. businesses. Incumbent is also responsible for developing, organizing, and assisting in a variety of USPTO capacity building initiatives, including technical assistance programs, training seminars, and conferences on IPR protection, enforcement, and administration. In addition, the incumbent advises U.S. staff and visiting delegations on meetings with the relevant government officials and industry representatives, and accompanies officers and visiting delegations to such meetings while providing necessary support.

The incumbent advises the USPTO team at Post on all policy and program matters, including preparation of the Post Action Plan and performance reports for his/her region of responsibility. Incumbent exercises substantial judgment to promote and advocate for the U.S. Government (USG) on priority IPR, regulatory, and trade issues.

The incumbent is also responsible for developing and maintaining an extensive range of mid- to senior-level contacts with business organizations, chambers of commerce, industry associations, and government ministries or offices that have responsibility for IPR-related issues. Incumbent is responsible for assisting the American Officer in the design and management of USPTO programs in the Middle East and North Africa. Reliance is placed on incumbent's professional expertise, knowledge of local and international laws and/or regulatory practices for achieving USG objectives in the area of IPR in the Middle East and North Africa.

DUTIES INCLUDE:

- USPTO Program Design and Management

- Monitoring, Reporting, and Analysis

- Outreach, contacts, and developing tools for supporting overall activities of USPTO in the region

- Capacity Building, Education, and Programs

- Assist Mission (CS Kuwait) staff in resolving commercial issues and disputes involving IPR

USPTO Program Design and Management

Participate in the formulation of Post's action plan for USPTO's mission of promoting high standards of IPR protection and enforcement in the host countries. Identify and prioritize IPR issues to be advocated for by the USG in the host countries. Analyze the host countries' IPR laws and policies, as well as international treaties, to identify areas of concern for the USG and U.S. business. Participate in the formation of the USPTO headquarters Master Action Plan for the Middle East and North Africa and provide input into the Intellectual Property Enforcement Coordinator (IPEC) Action Plan for the Region, and Special 301 countries. Work with the host governments to improve host countries' IPR legal and regulatory framework including IPR protection, administration, and enforcement. Assess, strategize, and identify solutions to improve the host countries' IPR regimes through various mechanisms, including bilateral and multilateral discussions, and capacity building programs. Engage with stakeholders and partners to design initiatives, including policies, human resource development, technical assistance, and education programs, to advance USG positions on the issues. Work with USG interagency teams at Post and headquarters to formulate USG's policy positions on the host countries' IPR laws and policies. Serve as the American Officer's key advisor at briefing sessions with U.S. and business executives on IPR issues in the Middle East and North Africa. Work with the Ambassador, the team at Post, and the regional team at headquarters to coordinate advocacy of USG's position on key IPR issues in the region. Provide input on Memoranda of Understanding (MoUs) to be signed between the U.S. and governments of other Middle East and North Africa countries, and draft appropriate memoranda for USPTO headquarters and its Office of General Counsel. Personally deal with difficult and sensitive IPR matters, phone calls, and visitors. Work with the American Officer and the Commercial Assistant to manage the USPTO program budget for the Middle East and North Africa.

Monitoring, Reporting, and Analysis

Monitor, analyze, and provide expert-level reporting on legislative and policy developments relating to IPR protection, enforcement, and administration. Monitor, analyze, and provide expert-level reporting on judicial and administrative decisions relating to IPR protection, enforcement, and administration by regularly reviewing judgments at the Supreme Court, Appellate, and District Court levels. Conduct independent research on complex legal issues and host government policies, and provide summaries on issues likely to affect USG interests in the areas of international trade and IPR for the American Officer and USPTO headquarters. Provide input on various IPR-related USG reporting documents including Post's recommendations on Special 301 cable, Country Commercial Guide, and Investment Climate cables. Assist the U.S. Trade Representative (USTR) and the Commercial Law Development Program (CLDP) with drafting IPR legislation for developing countries in the region, and provide comments for incorporation in official USG responses to pending host country legislation. Analyze and report on IPR developments in the Middle East and North Africa to the interagency USG team and the Post IPR Working Group through different mechanisms, including USPTO's monthly interagency newsletter, reporting cables, and industry newsletters. Prepare briefing materials for high level USG officials, including USPTO officials, USTR, International Trade Administration (ITA), and State Department. Draft IPR toolkits and other documents to help stakeholders and U.S. businesses understand the laws and regulations of the host countries.

Outreach, contacts, and developing tools for supporting overall activities of USPTO in the region

Develop and maintain relationships with officials at the senior-most level in host governments who have responsibility for IPR-related issues. Maintain contacts with relevant USG officials in the Embassies and Consulates in the Middle East/North Africa region who have responsibility for handling IPR issues. Advise and assist the American Officer in identifying areas of cooperation with different organizations and stakeholders. Coordinate with the U.S. Embassy and Consulate officers and LES in the Middle East/North Africa region on IPR-related policies and activities. Organize meetings with relevant government officials and industry representatives, and accompany officers and visiting delegations to such meetings by providing support, including by serving as an interpreter and note-taker as necessary to facilitate communication. Maintain contact with counterparts in other embassies to monitor and analyze their positions and plan joint advocacy efforts as appropriate.

Capacity Building, Education, and Programs

Identify opportunities and partners, and conceptualize, develop, organize, coordinate, and assist in implementing technical assistance, training seminars, conferences, and IPR capacity-building initiatives. Participate in these programs to educate stakeholders about IPR issues. Deliver lectures and prepare content (articles, PowerPoint presentations, etc.) on IPR issues for USPTO programs. Prepare remarks and speeches for USPTO and other USG officials on IPR topics. Negotiate detailed arrangements for such programs, including all logistical elements such as developing agendas, budgets, schedules, lists of participants and attendees, transportation, and program materials. Coordinate such activities with government counterparts, USPTO headquarters, the Embassy's IPR team, IPR-related non-governmental organizations, and private industry. Budgeting authority for contracted-out goods and services up to 10,000 USD is authorized. Assist in organizing contracted-out goods and services not within his/her specific budgeting authority.

Assist Mission (CS Kuwait) staff in resolving commercial issues and disputes involving IPR

Facilitate and support the American Officer and other U.S. officials in resolving commercial IPR-related issues and disputes by providing information about the legal and regulatory framework of the host country. Provide access to relevant government officials and industry representatives who have responsibility for IPR-related issues to help resolve such disputes.