

**JOB DESCRIPTION**

1	<b>Ministry:</b> Trade and Economic Development (MTED)		
2	<b>Position Title:</b> Assistant Registrar	<b>Division:</b> Intellectual Property & Innovation	
3	<b>Band:</b> L	<b>Post No.:</b> 9	<b>Location:</b> Tongatapu
4	<b>Job Purpose:</b> The Assistant Registrar is responsible for the administration of the Industrial Property Act and Regulation; Copyright Act; and Protection of Geographical Indications Act and Regulation. The Assistant Registrar is also responsible for the preparatory work to modernize the IP business registration and the current maintenance and updating of the Industrial Property Automative System (IPAS).		
5	<b>OUTPUTS</b>		<b>Performance Indicators</b>
a)	Designing awareness materials and promotional tools for the protection of Intellectual Property Rights protected under the following legislations and regulations: <ol style="list-style-type: none"> <li>1. The Industrial Property Act and Regulation</li> <li>2. The Copyright Act</li> <li>3. The Geographical Indication Act and Regulation</li> <li>4. The Layout Designs Act and Regulation</li> <li>5. Protection against unfair competition</li> </ol>	(i) That the awareness materials and promotion tools are made available for businesses and the public	
b)	Maintenance and management of the Industrial Property Automative System (IPAS) through: <ul style="list-style-type: none"> <li>• Ensure that the system is operating smoothly at all times</li> <li>• Reporting on any deficiencies on the system to WIPO</li> <li>• Ensure that all new applications including devices and logged onto to the system and database is updated</li> <li>• Conduct first examination of trademark applications</li> <li>• Generate proof advertisements for approved applications</li> <li>• Generate approved trademark applications for publication in the Government Gazette and the Ministry online publication</li> <li>• Updating data to the World Brand Database (WBD) hosted by WIPO</li> </ul>	(i) the information in the system is accurate (ii) reduce error reporting (iii) procedural matters are completed before examination, and high level opinion is provided (iv) Proof of Advertisement and publication is timely and accurate (v) Updating WBD is timely and accurate	
c)	Assessing and preparation in collaboration with WIPO for the upgrade work to the IPAS system including: <ol style="list-style-type: none"> <li>1. Review and document registration, post-filing processes procedures of trademarks, patents and industrial designs in preparation for the configuration process of workflows in IPAS;</li> <li>2. Preparation of templates for official notifications and document of patents, industrial properties administration processes in preparation for configuration of IPAS for official document generation;</li> <li>3. Configuration IPAS for receiving and processing of patents and industrial designs administration processes;</li> <li>4. Data capturing of all patents and industrial designs data in the IPAS;</li> <li>5. Launching of online publication and IP database service using WIPO Publish software</li> </ol>	(i) That the upgrade work on the IPAS system is completed and launched early in 2018	

d)	Secretariat role to the established Tonga Music Rights Association with the responsibilities of: <ol style="list-style-type: none"> <li>1. Facilitating and organizing meetings;</li> <li>2. Organising awareness programs and training for members;</li> <li>3. Organising music festival and relevant activities for members;</li> <li>4. Work in collaboration with APRA NZ and APRA Aust in securing assistance for members</li> </ol>	(i) That the Music Rights Association is operating smoothly and members are increasing
e)	Organize and facilitate consultation meetings and workshops, public awareness programs on the importance of Intellectual Property Rights	Increase demand for IP services
f)	Responsible for ensuring that notifications and commitments as a member of WIPO are updated and notified through: <ul style="list-style-type: none"> <li>• Maintenance of WIPO membership</li> <li>• Registration of notifications and circulations from the WIPO</li> <li>• Facilitating requirements from WIPO and meeting deadlines</li> </ul>	(i) Timely. (ii) Notifications are endorsed
g)	Prepare reports to Head of Division on areas of responsibilities.	(i) Timely, accurate and quality reports are provided as required.
h)	Perform any other duties that the Head of Division and the CEO may require from time to time.	(i) Performs duties as required. (ii) Recognizes Government/Ministry priorities.
<b>6</b>	<b>Reports directly to:</b>	<b>Head of Division</b>
<b>7</b>	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	<b>Special Skills</b>	Excellent working knowledge of Microsoft Office application, Organizational, Planning and Analytical skills, Ability to work independently and to exercise sound judgment and discretion, Communicate effectively, Visionary, People skills, Ability to establish and maintain effective working relationships with stakeholders.
7.2	<b>Communication &amp; Language Skills</b>	Must possess very high skills in English and Tongan language, both verbal and written communication.
7.3	<b>Personal Attributes</b>	Sound judgment, Strong improvement orientation, Interpersonal skills, Team leader, Establishes rapport with wide range of people, Must be Committed, Honest, Reliable and Professional.
7.4	<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> <li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Economics, Public Administration, Management, Tourism, Trade, Marketing, Commerce, Social and Economic Development, Business, Graphic Design, Hospitality, Information Technology or Arts from a recognised educational institution.</u></b></p>
<b>8</b>	<b>CORE COMPETENCIES</b>	
8.1	<b>Change and Innovation</b>	Stays informed and actively contributes to change initiatives <ul style="list-style-type: none"> <li><input type="checkbox"/> Looks for ways to demonstrate innovation and initiative in work area</li> <li><input type="checkbox"/> Anticipates emerging issues and looks for ways to improve work practices.</li> <li><input type="checkbox"/> Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li><input type="checkbox"/> Focuses on benefits and ways of overcoming obstacles</li> </ul>
8.2	<b>Interpersonal Skills</b>	Actively shares information with appropriate people and checks for understanding where necessary

		<input type="checkbox"/> Presents clear, courteous and concise oral and written communications. 8.3 <input type="checkbox"/> Engages positively and persuasively with program stakeholders as appropriate. <input type="checkbox"/> Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.
8.3	<b>Integrity / Accountability</b>	Seeks to achieve results which are in the best interest of the organisation <input type="checkbox"/> Uses honesty and appropriate disclosure with customers, employees, and management. <input type="checkbox"/> Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. <input type="checkbox"/> Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	<b>Results Orientation</b>	Delivers high quality results on time. <input type="checkbox"/> Overcomes roadblocks/setbacks to deliver results. <input type="checkbox"/> Identifies problems early and takes appropriate action. <input type="checkbox"/> Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	<b>Teamwork and Collaboration</b>	Demonstrates ability to get along with others/is respectful of co-workers and promotes teamwork. <input type="checkbox"/> Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. <input type="checkbox"/> Is open with other team members about his/her concerns <input type="checkbox"/> Actively shares information with appropriate people and checks for understanding where required.
8.6	<b>Customer Focus (internal and external)</b>	Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; <input type="checkbox"/> Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. <input type="checkbox"/> Treats all clients with respect and cultural awareness
8.7	<b>Self Confidence and Assertiveness</b>	Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. <input type="checkbox"/> Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	<b>Building individual capacity</b>	Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth