



**Terms of Reference
Research Assistant**

Type of Contract :	Contract
Expected Duration of Assignment :	2 Years
Reports to:	Operation Manager

Purpose

The purpose of the position is to assist the OCO to deliver specific tasks arising from the USPTO, OCO Project work activities. The position exists to provide analytical data assistance support to the project.

Duties & Responsibilities

- Collate baseline information on members' Customs IPR legislative progress status.
- Validating data provided by members including missing data and incorrect information.
- Create a database for OCO members with relevant IPR legislation baseline and progress.
- Collate and update OCO Training Database.
- Support the Operations team on IPR related issues.
- Conduct relevant research and analysis as required.
- Support the operations team on organizing, coordinating and monitoring of relevant events and training.
- Any other duties assigned by the Operations Manager.

Deliverables

- OCO members' IPR Custom legislative status updated.
- Effective monitoring of national administrations of progress on the Customs IPR Project
- Accurate analysis of data used for the provision of advice
- Excellent support to the operation team training activities.

Reports to: Operations Manager

Key selection criteria

1. Qualifications

- Undergraduate degree in Law/social sciences or a Diploma with five years of work experience as research assistant or similar duties.

2. Desirable experience and skills

- i. Undergraduate degree in Information Management y & or the social sciences.
- ii. Excellent computer skills (MS Access, Excel and Word).
- iii. Experience in data compilation (both manual and electronic) and analysis.



- iv. Some previous working experience in small Pacific island countries will be considered an asset.
- v. Experience in coordination and administration of activities.
- vi. Proven research and analysis experience.
- vii. Proven ability to meet deadlines, and flexible approach to problem solving with demonstrated experience and skill in priority setting