

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
POSITION DESCRIPTION

1 JOB IDENTIFICATION:

1.1 Position Title: Deputy Registrar

1.2 Position Level: P1

1.3 Major Group: Trade, Industry & Tourism Services Group

1.4 Sub-Group: Intellectual Property Services

1.5 Job Code No.: 18-781-01

1.6 Job Location:

Ministry: Ministry of Trade and Industry; Division: Intellectual Property

Division; Unit: Copyright and Related Rights

1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Director

- 2 PURPOSE, DUTIES & RESPONSIBILITIES:** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the position. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose:

To set up an efficient system for the grant of titles and rights to creators and owners of copyright and related rights by commercializing their works, which will further spur the growth of our creative cultural industries and lead to an enhanced quality of life for our citizens.

DUTIES AND RESPONSIBILITIES	% of time
<ul style="list-style-type: none"> • To administer the laws related to Copyright and Related Rights and be responsible for registration of Copyright Works 	20
<ul style="list-style-type: none"> • To formulate and update Laws on Copyright and Related Rights in accordance with international standards 	15
<ul style="list-style-type: none"> • To submit and recommend the policy direction for the Copyright Administration and to plan and carry out the programme of activities to strengthen the institutional and professional capacity of the Office 	10
<ul style="list-style-type: none"> • To submit and recommend the building up of a network of treaty relationships for the protection of the works of Bhutanese authors and other creators abroad 	5
<ul style="list-style-type: none"> • To assist the right holders in commercializing their works and maximizing the economic utilization of their creative property assets through the set up of well functioning collective management societies 	5
<ul style="list-style-type: none"> • To address questions and queries from interested WTO Members on 	20

<p>intellectual property matters, prepare legislative action plan, and review existing laws on intellectual property for conformity and compliance with the requirements of the WTO's Trade-Related Aspects of Intellectual Property Rights (TRIPs) Agreement</p>	5
<ul style="list-style-type: none"> • Assist the Registrar to administer the law relating to Intellectual Property contained in the Regulations and the Rules framed there-under 	
<ul style="list-style-type: none"> • To hold hearings and function as a tribunal under the law and supervise the performance of duties and functions, which the Registrar may delegate to his subordinates 	5
<ul style="list-style-type: none"> • To submit advise on questions relating to the revision of laws, rules and office procedures pertaining to the field of Intellectual Property 	5
<ul style="list-style-type: none"> • To strengthen and improve the administrative set up and the mechanisms for enforcement of intellectual property rights 	5
<ul style="list-style-type: none"> • Carry out such other functions and responsibilities as may be assigned by the Ministry and the Registrar 	

3 KNOWLEDGE AND SKILLS REQUIREMENTS: *(Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability):*

3.1 Education:

Masters Intellectual Property

3.2 Training:

Training on the Legal, Administrative and Economic Aspects of Industrial Property and Copyright and Related Rights

3.3 Length and type of practical experience required:

Minimum of 4 yrs relevant experience in P2 level or equivalent experience

3.4 Knowledge of language(s) and other specialized requirements:

Fluency in both written and spoken English and Dzongkha

4 COMPLEXITY OF WORK: *(Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work):*

The work requires good working knowledge of Copyright Act and of the provisions of other relevant regulations on Copyright and Related Rights. In addition a good background knowledge of the other international treaties and conventions as well as of the provisions of the related laws of the country.

5 SCOPE AND EFFECT OF WORK: *(Describe the breath of work performance, and the effect the work has on the work of others or the functions of the organization):*

The work has direct implications on both the owners and the title holders of copyright works, the users of the works, and on the society in general as it is only through a well functioning and efficient system of copyright administrative regime that the growth and enrichment of the creative cultural industries, be it books, music, films etc., can take place in an orderly and organized fashion.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions *(Describe controls exercised over the work by the Superior, how works is assigned, reviewed and evaluated):*

The work assignment will depend on the policy direction, plan and programme activities of the Unit. The work performance will be reviewed and evaluated both on quantity and quality of tasks accomplished and services rendered to the users and other stakeholders of the system.

6.2 Guidelines (*Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

The work and the performance of tasks assigned will generally be guided by the Copyright Law, regulations and other office work manuals in place.

7 WORK RELATIONSHIPS (*Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*):

Since the work involves the setting of policy direction and both administrative registration services and rendering basic advisory services on the procedural aspects, it will entail frequent and continuous interaction with the authors, creators, film producers, book publishers, etc., and with the users of the copyright works.

8 SUPERVISION OVER OTHERS (*Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised*):

Will have supervisory role over all the subordinate staff in the Intellectual Property Division

9 JOB ENVIRONMENT: (*Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions*):

Will not be working under hazardous or hostile work conditions