

Telegrams.: "SECOMS"
Telephone: 2404 2601/2
2404 9051/4
Fax: 2404 9053



CIVIL SERVICE COMMISSION
P.O. Box 158
Interministerial Building
Mbabane
eSwatini

Vacancy

COPYRIGHT EXAMINER

Applications are invited from qualified candidates for appointment to the above posts in the Civil Service tenable in the Ministry of Commerce Industry and Trade.

QUALIFICATIONS AND EXPERIENCE

The candidate must have the following qualifications:-

- Bachelors Degree in Law or any Social Sciences Degree with law
- Degree in Intellectual Property Law
- Two (2) years post qualification experience in intellectual property

DUTIES/RESPONSIBILITIES

- To examine applications for accreditation by producers, right owners and importers of audio-visual works and determine conformity and issue certificates of accreditation
- To keep up-to-date records of accredited producers, rights owners and importers of sound and audio-visual works
- To process copyright applications from local, regional and international voluntary registration instruments
- To maintain IPAS or other systems to ensure that smooth flow of reception and other related works
- To distribute and affix the security device on audio-visual works entering channels of commerce
- To receive and keep records of books and quarterly inventory returns on the security device submitted by accredited producers, importers and owners of sound and audio-visual works
- To record copyright works published in Eswatini and issue recordation certificates
- To populate and keep an up-to-date database on the security device
- To maintain an up-to-date database of works, accredited producers, importers and rights holders
- To disseminate information about copyright and neighbouring rights
- To resolve client queries on copyright, marks, geographical indications, traditional knowledge, trade secrets and patents registries
- To participate in enforcement and awareness raising activities of the IPO
- To handle basis client interaction, with focus on understanding, focusing and meeting customer needs and expectations.
- To perform any other official duties that may be assigned by the immediate Supervisor and/or Head of Department.

SALARY

The basic salary is on Grade C4: **E147, 595** rising to **E166, 119** per annum.

APPLICATION PROCESS

Hand deliver your application letter together with your Curriculum Vitae and copies of Tertiary Certificates to the Executive Secretary, Civil Service Commission. Foreign qualifications must be verified by the Eswatini Qualifications Authority (Education). Candidates who do not possess the above qualifications should **not** apply as their applications will not be considered.

CLOSING DATE: 22ND JUNE, 2023