

Call of the Earth Llamado de la Tierra
Ancient Wisdom for Sustainable Livelihoods

An International Indigenous Peoples' Initiative on Intellectual Property Policy

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VACANCY - PROGRAM ASSISTANT

Call of the Earth is an international Indigenous peoples' policy initiative on intellectual property policy. Call of the Earth, which was formally launched in December 2002, seeks to provide Indigenous peoples with a forum for dialogue on intellectual property that will result in more substantive and meaningful participation of Indigenous peoples in the international policy arena and enhance their ability to strategically influence conceptual approaches, policies and practices in intellectual property related public policy development. The specific objectives of Call of the Earth are:

1. To re-conceptualize the debate surrounding Indigenous intellectual property rights;
2. To enhance strategic participation of Indigenous peoples;
3. To build a common knowledge base and capacity to respond external pressures and develop political direction and strategies;
4. To make debate relevant to, and informed by, communities and community experiences.

The Initiative is hosted by the Institute of Advanced Studies of the United Nations University in Tokyo, Japan. For more information about Call of the Earth, please visit our web site at www.earthcall.org.

Call of the Earth is looking for a full time Program Assistant.

The Program Assistant will work under the direction of the Coordinator, assisting the Coordinator and Co-chairs of the Steering Committee in all aspects of Call of the Earth's work-plan.

Particularly, the Program Assistant will:-

- provide general administrative support to the Coordinator and Co-chairs;
- assist in the development and implementation of the Knowledge Base;
- assist in the commissioning and review of Call of the Earth publications;
- assist in the planning and organization of international meetings;
- assist in the development of fundraising proposals, other fundraising activities and the meeting of grant reporting requirements.

The Program Assistant will be hired on a six month contract. The position is based in Tokyo and will require some international travel.

The ideal candidate will have a university degree and/or work experience in an area related to the rights of Indigenous peoples. Direct knowledge or experience relating to traditional knowledge and intellectual property rights would be regarded highly. Applicants must be able to work fluently in English, though the ability to work also in Spanish would be an advantage. Applicants should be able to demonstrate high level organizational skills, initiative, flexibility, the ability to work well with many different institutions and with people from varying backgrounds. Applicants must have experience using Microsoft Office software. The ability to use other publishing, layout and web software is desirable.

The position would suit a graduate with some work experience, especially someone with experience in or seeking exposure to international policy making on issues affecting Indigenous peoples.

Indigenous applicants are particularly encouraged to apply.

Salary upon application.

Application deadline: 22nd September 2003

Applications should be submitted: by post, email to Catherine Monagle at monagle@ias.unu.edu or fax to +81 3 5467 2324

Application requirements: CV, cover letter, names and full contact information for 3 referees.