



**Date: 10/12/2021**

**Job Title:** Project Support Officer (Intellectual Property Rights)

**Location:** Beijing, China

### **Job Description**

DEVELOPMENT Solutions (DS) is a European consultancy serving the international donor and business community in support of sustainable development and investments objectives, primarily in emerging markets and EU strategic countries. Our services focus on technical support for international trade, SME business facilitation and professional training/capacity building. DS' capabilities are built on a strong grounding in project design and management in complement with extensive research, policy analysis, capacity building expertise across business, public and government relations sectors. Further information regarding our projects and expertise is available at [www.development-solutions.eu](http://www.development-solutions.eu).

DS is currently engaged in providing technical expertise and project support services to the EU institutions with the objective of improving cooperation and protection of Intellectual Property Rights (IPRs) in China. These services consist of the delivery of a wide range of studies, policy analyses, legal assessments, conferences, workshops, and other communications and technical support activities with the following aims:

- Improved protection and greater alignment by China with the EU in terms of trademarks, copyrights, trade secrets, and e-commerce, during the annual EU China IP Dialogue
- Enhanced understanding and trust through regular exchange activities between EU and Chinese counterparts responsible for IPRs
- Ad hoc support for EU-China IP Working Groups
- Modernized IP administration and enforcement practices and tools in China
- Greater awareness on IP protection and enforcement
- Improved information sharing between stakeholders

In support of this, DS is recruiting a **Project Support Officer**. The candidate is to work closely with EU counterparts and the project team, primarily based in Beijing and in frequent communication with EU-based institutions. To be considered for this position, the candidate must meet the following minimum criteria:

- University degree in languages, political science, financial management, accounting, office management, or a related field
- Fluent English with good knowledge of Chinese
- At least 2 years of professional experience in China
- At least 2 years of professional experience in international cooperation projects
- At least 1 year of experience in EU institutions or EU-funded projects
- At least 2 years of professional experience in office organization
- At least 4 years of experience in supporting logistics and events organization
- At least 1 year of experience in financial management, accounting, and procurement procedures

### **Application information**

Applicants will be preferably based in Beijing and must be eligible to work in China.

Interested candidates are encouraged to send an application including cover letter and CV to [vacancy@development-solutions.eu](mailto:vacancy@development-solutions.eu). Please use 'Beijing Project Support Officer December 2021' in the subject line. **Deadline for applications is 31 December 2021.** Only short-listed candidates will be contacted for interviews.