

Job Description

Job Title: IP Data Senior Technical Officer	Employer: Telikom Limited
Job Code: JD-IPDSTO	Job Grade:
Department: Access Network Operations	Job Location: Goroka E.H.P
Revision Date: 12/03/2024	Equal Employment Employer

Job Summary

As a Senior Technical Officer specializing in IP Data, you will play a pivotal role in managing and safeguarding intellectual property (IP) assets within Telikom. Your primary responsibilities will revolve around overseeing the collection, analysis, and protection of IP-related data, ensuring compliance with relevant regulations and standards. Additionally, you will collaborate closely with cross-functional teams to develop strategies for maximizing the value of our IP portfolio while mitigating risks associated with infringement or misappropriation.

Main duties / responsibilities include;

- Manage IP data repositories and databases, ensuring accuracy, integrity, and security of information.
- Develop and implement processes for data collection, organization, and retrieval to streamline IP management workflows.
- Conduct comprehensive analysis of IP data, including patents, trademarks, copyrights, and trade secrets, to identify trends, opportunities, and risks.
- Collaborate with cross-functional teams, including legal, research and development, and business development, to support IP strategy and initiatives.
- Provide technical expertise and guidance on IP-related tools and systems, including patent databases, search engines, and analytics software.
- Prepare reports, presentations, and visualizations to communicate findings and recommendations to stakeholders at various levels.
- Stay updated on industry trends, regulations, and best practices in IP management and data analytics.
- Assist in the evaluation and implementation of new technologies and solutions to enhance IP data management and analysis capabilities.
- Train and mentor junior staff members on IP data management processes and techniques.

Key Skills and Competencies

- Intellectual Property Expertise
- Data Management
- Technology Proficiency

- Analytical Skills
- Communication & Collaboration

Reporting Relationships

IP Data Senior Technical Officer – Goroka will report to Network Operations Team Leader - Goroka.

Qualification/Experience/Attributes

- Bachelor's degree in Law, Computer Science, Information Management, or a related field. Advanced degree preferred.
- 3+ years of experience in intellectual property law, data management, or a related field.
- Proficiency in database management, data modeling, and SQL queries. Experience with data visualization tools (e.g., Tableau, Power BI) is a plus.
- Strong understanding of intellectual property laws and regulations.
- Experience with intellectual property databases and software systems.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Relevant certifications (e.g., Certified Information Professional, Certified Information Systems Security Professional) preferred.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.