

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION**

**1 JOB IDENTIFICATION:**

- 1.1 Position Title: Asst. Copyright Officer**
- 1.2 Position Level: P5**
- 1.3 Major Group: Trade, Industry & Tourism Services Group**
- 1.4 Sub-Group: Intellectual Property Services**
- 1.5 Job Code No.: 18-781-05**
- 1.6 Job Location: Thimphu**
- 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*): Deputy Secretary/Deputy Registrar**
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**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.

<b>DUTIES AND RESPONSIBILITIES</b>	<b>% of time</b>
<ul style="list-style-type: none"> <li>• Provide advisory service to the owners and users of copyright works</li> </ul>	15
<ul style="list-style-type: none"> <li>• Review and suggest amendments to the existing laws in keeping with international norms and standards</li> </ul>	10
<ul style="list-style-type: none"> <li>• To promote knowledge and understanding of copyright and related rights among the general public through awareness programmes and the conduct of seminars and workshops</li> </ul>	15
<ul style="list-style-type: none"> <li>• Review and suggest improvements in the office manuals and work procedures to increase efficiency</li> </ul>	10
<ul style="list-style-type: none"> <li>• Provide assistance and supervision on the licensing practices of the collective administration societies</li> </ul>	10
<ul style="list-style-type: none"> <li>• Serve as a member-secretary on the Copyright Tribunal</li> </ul>	5
<ul style="list-style-type: none"> <li>• Receive applications for the voluntary registration of copyright works, carry out formal and procedural examination of the applications, entry of application data</li> </ul>	10
<ul style="list-style-type: none"> <li>• Record and maintain data on copyright assignments and licenses</li> </ul>	5
<ul style="list-style-type: none"> <li>• Prepare appropriate materials for dissemination to schools, institutions and other vocational and learning centers</li> </ul>	5
<ul style="list-style-type: none"> <li>• Provide advisory support and assistance for the proper establishment</li> </ul>	

and effective functioning of the collective administration societies	15
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**3** **KNOWLEDGE AND SKILLS REQUIREMENTS:** *(Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability):*

**3.1 Education:**

Bachelors with PGCDM

**3.2 Training:**

**3.3 Length and type of practical experience required:**

EntryS

**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 some working knowledge of our Copyright Act and of the other relevant provisions of the international treaties and conventions on Copyright and Related Rights that our country is party to such as the Berne Convention for the Protection of Literary and Artistic Works, the WIPO Copyright Treaties (the WCT and the WPPT), The Rome Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organisations and the WTO's Trade-Related Aspects of Intellectual Property Rights (TRIP's Agreement).

**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 work 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. As the work will involve both the interpretation of the provisions of the law and other procedural and formal aspects of administration, the work will call for and place high demands on the exercise of sound judicious discretion.

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 both administrative registration services and rendering advisory services on the law and 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 of the data manager and other sub-ordinate staff in the registration and depository section.

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.

