



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity.
As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

Vacancy Notice No.: EXT/F/19-2

Issued On: 17 January 2019

Title: Secretary

Application Deadline (CET): 14 February 2019

Grade: 5

Division: Trade Policies Review

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 70,666 net per annum (approximate)

Other In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.

Conditions: The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy and home leave.

Additional information on the compensation package is provided on the WTO website:

https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm

The Secretariat of the WTO is seeking to fill a position of Secretary in the Trade Policies Review Division.

General Functions

Under the general supervision of the Chief of the Trade Monitoring Section, the incumbent will undertake the following functions:

1. Provide administrative support to the work of the Trade Monitoring Section, more specifically the series of trade monitoring reports, including maintaining a clear overview of the timelines and procedures for producing trade monitoring reports, and coordinating the Section's contacts with delegations in the context of the Director-General's request for information and subsequent verification of measures.
2. Be responsible for formatting and finalizing the trade monitoring reports.
3. Assist in searching for relevant trade-related measures related to the work of the Section.
4. Reach out to in-house contributors to the reports to ensure compliance with various administrative matters.
5. Coordinate and organize all aspects with respect to the servicing of official meetings.
6. Take on secretarial tasks related to reports produced by the Division as designated by the Director.

REQUIRED QUALIFICATIONS

Education:

Completed secondary school and/or equivalent technical or commercial school.

Knowledge and skills:

Technical knowledge and Skills

Excellent secretarial skills.

Ability to pay attention to detail, proofread, often voluminous, documents with the highest level of accuracy.

Very good knowledge of MS Word, Excel and PowerPoint.

Familiarity with administrative procedures in international organizations would be considered an asset.

Behavioural Skills:

The following interpersonal capabilities are required: ability to communicate effectively; ability to build and maintain relationships with colleagues and work as a member of a team, while working independently to achieve his/her objectives; ability to multi-task, including demonstrated ability to prioritize, work under pressure, and meet deadlines; and ability to exercise tact and discretion.

Work Experience:

At least five years of administrative and secretarial experience, preferably in international organizations.

Languages:

Excellent knowledge of English, both spoken and in writing, including the ability to draft correspondence and documentation (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)). A good knowledge of either French or Spanish would be considered an advantage.

Shortlisted candidates will be asked to provide proof of their language skills under a recognized framework (e.g. CEFR, IELTS, etc.) unless the language in question is their mother tongue. The language skills of shortlisted candidates who are unable to provide proof of their language proficiency will be assessed as part of the selection process.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

Please note that all candidates must complete an online application form.

To apply, please visit the WTO's E-Recruitment website at: erecruitment.wto.org. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date - Central European Time (CET) - stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED



The WTO is a non-smoking environment