



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/17-51

Issued on: 14 August 2017

Title: Legal Affairs Officer

Application Deadline (CET): 11 September 2017

Grade: 6

Division: Council and Trade Negotiations Committee (425)

Contract Type: Fixed-term

Starting Salary: CHF 83,941 net per annum (approximate)

Duration: Two years with the possibility of extension

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

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:

http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill a position of Legal Affairs Officer in the Council and TNC Division. Serving staff members interested in the position are also invited to apply.

General Functions

Under the supervision of the Counsellor responsible for managing the Dispute Settlement Body (DSB), the incumbent will deliver the following key accountabilities:

1. Assisting in organizing all DSB meetings, including monitoring of all deadlines pertaining to the operation of the dispute settlement mechanism in order to prepare Agendas of meetings, speaking notes for the Chairman, draft reports from DSB meetings and minutes of meetings.
2. Assisting in providing advice and support to the DSB Chairman in order to ensure that the DSB meetings run smoothly and that all procedural and legal requirements under the DSU are met.
3. Assisting in providing advice to delegations regarding the DSB practices and to respond to queries regarding the DSU provisions.
4. Assisting in preparation of the Annual Report of the DSB.
5. Participating in the organization and servicing of the Ministerial Conference.

6. Supporting technical assistance activities related to the work of the Division and in particular dispute settlement activities.
7. Participating in and contributing to other activities of the Division.

REQUIRED QUALIFICATIONS

Education:

An advanced university degree in law, international relations, economics, or another relevant field, or a basic university degree combined with relevant professional experience that is equivalent to an advanced university degree.

Knowledge and Skills:

Good knowledge of dispute settlement provisions contained in the DSU and relevant WTO Agreements, the DSB practices, precedents and rules of procedure for meetings of the DSB.

Knowledge of and experience at national and/or international levels in the field of WTO law and practice.

Good technical and analytical skills, as well as excellent drafting skills (e.g. correspondence/reports, records of meetings, background notes and legal opinions).

Excellent organizational skills to plan and coordinate meetings bearing in mind strict legal and procedural deadlines.

Proficiency in Microsoft Office applications such as Word, PowerPoint, Excel.

Ability to work in a diplomatic environment and interact with high-level diplomats and legal experts.

Ability to work under pressure and to meet strict deadlines.

The following interpersonal capabilities are required: relate to and build relationships with colleagues; communicate information in a clear way and understand information; and work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Work Experience:

Minimum two years' relevant professional experience at the national or international level.

Languages:

Excellent speaking and writing skills in English. Knowledge of another WTO language (Spanish or French) would be an asset.

Additional Information:

Only applications from nationals of WTO Members will be accepted.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 18 months, and may subsequently be called upon as and when the need arises for additional resources.

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: <https://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.