



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/17-9

Issued on: 8 February 2017

Title: Secretary

Application Deadline (CET): 8 March 2017

Grade: 4

Division: Appellate Body Secretariat (9015)

Contract Type: Fixed-term

Starting Salary: CHF 65,035 net per annum (approximate)

Duration: Two years with the possibility for 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 Secretary in the Appellate Body Secretariat.

The Appellate Body Secretariat is responsible for delivering advice and assistance to the Appellate Body in connection with all aspects of appeals of panel reports. The Appellate Body Secretariat also often advises and supports arbitrators in proceedings to determine the reasonable period of time, and, occasionally, provides advice and/or information to the Director-General, other WTO Divisions, and WTO Members, as appropriate..

General Functions

Under the supervision of the senior staff and the Director, the incumbent will undertake some or all of the following functions in relation with dispute settlement activities:

1. Perform a full range of secretarial duties: draft correspondence and memoranda using standard templates, based on verbal instructions or brief notes; meticulously check legal and other documents for formatting, spelling, grammar, and proper citations; create, edit, and produce texts, tables, correspondence, reports, and PowerPoint presentations, according to approved WTO and Appellate Body Secretariat format and editorial practices.
2. Ensure proper distribution and date stamping of documents; generate and maintain filing systems; file and retrieve correspondence and documents in the Division's established filing systems; put together background files and compile appropriate reference materials for appeals, meetings, and seminars.
3. Maintain contact with delegations involved in appeals; coordinate the translation and circulation of Appellate Body Reports; liaise with other Divisions as necessary; service meetings, including oral hearings and internal meetings; understand and apply Appellate Body practices and

procedures in the conduct of appeals, in particular regarding deadlines and the treatment of confidential information.

4. Provide assistance and support to Appellate Body Members, as required.
5. Perform other secretarial duties, as assigned.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school and/or secretarial or equivalent commercial school; training in the secretarial field or proven secretarial processes and practices.

Knowledge and Skills:

Excellent knowledge of standard WTO software applications (Microsoft Word, PowerPoint, Excel). Knowledge of database applications would also be an advantage.

Ability to work within strict deadlines and under pressure as well as to work successfully in a team; highly developed tact and discretion and the ability to adhere rigorously to the requirements of confidentiality; excellent organizational skills and ability to pay close attention to detail; ability to manage time efficiently when working on several assignments subject to deadlines; ability to exercise initiative and judgement and to work under supervision as well as independently at times. The incumbent may be asked to work compensated overtime hours in the evenings and on weekends from time to time. Experience in a legal environment would be an asset.

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

Work Experience:

Three to four years of relevant experience.

Languages:

Excellent knowledge of English. Good working knowledge of Spanish and/or French would be an asset.

Additional Information:

The position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

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.