



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/17-35

Issued On: 15 June 2017

Title: Secretary/Assistant

Application Deadline (CET): 13 July 2017

Grade: 4

Division: Institute for Training and Technical Cooperation

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 65,341 net per annum (approximate) 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:

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/Assistant to work 50% in the Trade Negotiations Skills Unit (TNS) and 50% the Logistics Unit of the Institute for Training and Technical Cooperation. The TNS Unit is responsible for organizing courses on trade negotiating skills. The Logistics Unit provides logistical backstop for WTO technical assistance activities.

General Functions

The Secretary is expected to assist in the work of the two Units, following through the process of preparing for upcoming Technical Assistance (TA) activities, including anticipating documents required, following up with external parties involved in the process, and closely monitoring the processes leading to the implementation of activities and reporting thereof. Under the supervision of the Head of the TNS Unit and the Head of the Logistics Unit, the incumbent is expected to:

1. Prepare drafts of internal communication material of various types (e.g. memoranda, invitation letters for review by Head of Unit or TA Specialist) addressed to other WTO divisions.
2. Complete various online requisition forms for the organization of activities, shipment of documents and publications, and reports.
3. With training and guidance from the supervisor, assist in preparing the TA activity material by creating Excel spreadsheets from existing data and undertaking certain calculations. Assist TA activity participants on questions relating to the Excel spreadsheet material.
4. Assist in the coordination of TA activities, including: liaising with consultants/facilitators/trainers during the organization of activities, with regard to the travel itineraries and service contracts; providing communication material and documents and seek other information as necessary; assisting in the selection of participants of activities organized by the TNS Unit; ensure the booking of meeting rooms and required equipment (e.g. for video-conferences) through collaboration with Conferences and Visitors Service; identifying and dispatching CD ROMS, working documents, publications sets prior to the TA activities.
5. Follow through on logistical preparations for TA events, including on preparing and following through on invitations and reminders, flight reservations and travel arrangements payments, etc. and in coordination with the relevant partners such as the

Travel Agency, Finance Section, the bank and other stakeholders involved in the event.
6. Proofread documents and communications emanating from the assigned areas of work.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary education. Secretarial qualifications desirable.

Knowledge and skills:

Excellent speaking and writing skills including ability to draft correspondence in English; excellent secretarial and word processing skills; ability to format documents according to established organizational guidelines; ability to work with relevant IT software (e.g. Excel, Formstack, etc.).

Excellent organizational skills; accuracy with attention to detail; ability to work under pressure and strict deadlines; and tact and discretion.

The following interpersonal capabilities are required: ability to relate to and build relationships with colleagues; ability to communicate and understand clear factual information; ability to persuade others to a point of view using facts; ability to face and cope with conflict situations with colleagues; and ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Work Experience:

Three to four years' relevant experience.

Languages:

Excellent speaking, reading and writing skills in English and French are required. Knowledge of Spanish 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.

OFFICE(17)/50

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