



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/17-52	Issued on: 14 August 2017
Title: Secretary	Application Deadline (CET): 11 September 2017
Grade: 5	Division: Development (369)
Contract Type: Fixed-term	
Starting Salary: CHF 71,501 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 Secretary in the Development Division.

General Functions

Under the general direction of the Director of the Development Division, and the direct supervision of the Administrative Assistant of the division, the incumbent will provide secretarial/administrative assistance requiring relevant experience. More specifically, the incumbent will be responsible for the following functions:

1. Provide a diverse range of secretarial and related administrative support to the Committee on Trade and Development (CTD) Unit of the Division, which will include handling and drafting of correspondence, e-mail management, screening and responding to telephone calls and maintaining comprehensive filing systems.
2. Carry out a wide range of secretarial and administrative tasks supporting the divisional activities, including organization of meetings of the CTD and its Dedicated Sessions as well as workshops and conferences, involving meeting room reservations, preparation and maintenance of participant lists, preparation of relevant meeting documents/correspondence, and reports, etc. Assist in processing Special Services Agreements contracts related to the activities of the Division as required, and report on progress of contracts.
3. Assist in the preparation of documents and publications of the Division, which may include formatting, editing, proofreading as well as information gathering and creation of presentation slides and charts. Work may also involve research assistance on CTD-related policies and practices of a Member.

4. Coordinate and manage the Division's official mission travel, including logistics (visas and hotel reservations) and monitor follow up procedures.
5. Create, organize and manage files and records relating to the Unit's activities and respond to requests for information from other Divisions within the WTO, delegations and outside bodies having responsibility for the matters covered by the CTD Unit. Maintain and keep up-to-date the PTAs Database to reflect new entries and modifications of notifications made by Members.
6. Assist in the training of new secretarial staff as required.
7. Carry out administrative tasks as assigned by the Administrative Assistant; provide back-up support in the absence of the Administrative Assistant.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education. Secretarial qualifications desirable.

Knowledge and Skills:

Advanced secretarial skills; Word processing skills, proficiency in MS suite of applications (or equivalent) at advanced level.

Experience in providing travel-related services to Senior Management.

Office management and organizational skills.

Ability to work under pressure and strict deadlines.

Multi-tasking skills.

Tact and discretion.

Knowledge and good understanding of the WTO system, familiarity with the working procedures and a general understanding of the substantive work of the division (e.g. committees, working groups, rules and regulations, etc.) would be an asset.

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

Work Experience:

Minimum 5 years' secretarial experience including office management, preferably in an international organization or a government ministry environment.

Languages:

Excellent reading, speaking and writing skills in English. Very good skills in French with the ability to summarize information presented in French into English, as well as to communicate fluently with delegations in French. A working 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.

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.