



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/19-44

**Issued On:** 5 July 2019

**Title:** Monitoring and Evaluation Assistant

**Application Deadline:** 2 August 2019

**Grade:** 5

**Division:** Institute for Training and Technical Cooperation

**Contract Type:** Fixed-term

**Duration:** Two years with the possibility of extension

**Starting Salary:** CHF 71,925 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](https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm)

**The Secretariat of the WTO is seeking to fill a position of Monitoring and Evaluation Assistant in Strategic Planning, Monitoring and Evaluation Section of the Institute for Training and Technical Cooperation.**

**The Institute for Training and Technical Cooperation (ITTC) designs, coordinates and implements trade-related technical assistance activities. With support across the WTO Secretariat, the ITTC delivers specific technical assistance products as mandated by WTO members in the regularly updated Technical Assistance and Training Plans. These plans focus on strengthening the ability of beneficiaries to understand their rights and obligations within the multilateral trading system, to take full advantage of the rules-based system, to participate effectively in trade negotiations, and to develop, on a long-term basis, their capacity to adjust to WTO rules and disciplines.**

### General Functions

Under the supervision of the Head of Section, the incumbent will fulfill the following functions:

1. Results-Based Management (RBM) System Support:

- Regularly track electronic Back to Office Report (eBTOR) submissions, send reminders and compile periodic statistical reports on BTOR submission;
- Check eBTOR entries into Technical Assistance Management System (TAMS) for accuracy, completeness (e.g. lists of participants, Participant Evaluation Forms (PEF)s, etc.), consistency and conformity with the Institute for Training and Technical Cooperation (ITTC) guidelines; follow-up on the required changes with the authors;
- Serve as the first point of contact for users seeking assistance over the phone or email on how to complete electronic Activity Requests (eARs), eBTORs, online registration and any other step relating to the RBM workflows.

2. Monitoring & Evaluation (M&E) Support:

- Provide assistance required for the elaboration of M&E tools including through online questionnaires and polls or any other forms (using Formstack or other software, as appropriate);
- Provide and/or verify statistics, including through processing paper-based PEFs, questionnaires, surveys, etc. as required for M&E purposes;

- Assist in data gathering and processing required for the elaboration of M&E reports (e.g. Annual Technical Assistance (TA) performance report, BTOR recommendations follow-up, etc.).

### 3. Administrative Support:

- Provide administrative and technical support for the preparation and finalisation of any official document, publication or outreach material produced by Technical Assistance Monitoring and Evaluation (TAME), including formatting and graphic design, simple translations, submission to the DMS, etc. in coordination with the relevant division(s);
- Assist to verify and coordinate the follow-up actions for electronic Staff Requisition (eSR) until final payment;
- Manage the Section filing and archiving system;
- Support the regular update of TA-related information on the Intranet and on the WTO website;
- Provide logistical/administrative support for the organisation of meetings, conference calls, videoconferences, etc.;
- Provide any other administrative support required (e.g. assisting in the preparation of memos, contracts, payments, or any official communication).

## REQUIRED QUALIFICATIONS

### Education:

Completion of secondary education. Secretarial/office management qualifications would be an advantage.

### Knowledge and skills:

#### Technical Knowledge and Skills:

Good command of MS Office tools and web-based tools;

Excellent Secretarial skills;

Ability to work with large amounts of data extracted from different Workbooks or platforms;

Ability to prioritise, plan and organise;

Ability to proof-read documents with accuracy;

Familiarity with administrative procedures in international organisations would be an asset;

Familiarity with RBM approach and WTO Technical Assistance would be an asset.

#### Behavioural Skills:

Ability to communicate information in a clear way and to understand information;

Tact and discretion;

Ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives;

Ability to relate to and build relationships with colleagues;

Ability to work under pressure and keep deadlines;

Ability to work in an international and/or multi-cultural environment.

### Work Experience:

Minimum 5 years' relevant experience in progressively responsible positions.

### Languages:

Fluency in both spoken and written English (minimum C1 level according to the Common European Framework of Reference for Languages (CEFR)) and either French or Spanish (minimum C1 level according to CEFR) is mandatory. Knowledge of the third WTO working language (Spanish or French) would be an asset.

Shortlisted candidates will be assessed on their language skills as part of the selection process and may be asked to provide proof of their language skills under a recognized framework (e.g. CEFR, IELTS, UN Language Proficiency Exam, etc.).

### 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 12 months, and may subsequently be called upon as and when the need arises for additional resources.

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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](http://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 - Geneva (Switzerland) time - 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