



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/L/16-89

Issued on: 22 December 2016

Title: Partnerships, Outreach and Fundraising Coordinator

Application Deadline (CET): 6 February 2017

Grade: 9

Division: Enhanced Integrated Framework Executive Secretariat (LT12)

Contract Type: Fixed-term

Starting Salary: CHF 133,581 net per annum (approximate)

Duration: One year with the possibility of extension subject to availability of funds and incumbent's level of performance.

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/vacancies_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill a position of Partnerships, Outreach and Fundraising Coordinator at the Executive Secretariat for the Enhanced Integrated Framework (ES).

General Functions

The purpose of the job is to facilitate the implementation of the Enhanced Integrated Framework (EIF) programme by strengthening existing partnerships and creating synergies with new ones, mobilizing resources, contributing to positioning the EIF programme in the global development discourse and outreach work.

Reporting to the Deputy Executive Director of the Executive Secretariat for the EIF, the incumbent will have the following responsibilities:

1. Strengthen existing partnerships and identify and develop new ones, in order to increase synergies with bilateral, multilateral and regional institutions/programmes within the framework of the EIF.
2. Expand and increase operational linkages with non-traditional partners and stakeholders, including but not limited to South-South donors; international and regional organizations working on trade and investment issues; philanthropic organizations; agencies and organizations working on the global development agenda relevant to the EIF's work; the private sector; think-tanks; and civil society actors.

3. Lead resource mobilization efforts at the global and regional levels and provide guidance as well as support to the ES team members to help the EIF Countries to leverage resources.
4. Shape and supervise all communications-, marketing- and outreach-related work, including the work of the Communications Officer, to ensure that these activities are directly and consistently supporting the partnerships and resource mobilization efforts of the EIF programme. Coordinate both print and web-based publication works of the EIF.
5. Participate in, and contribute to, the global development discourse, including the Istanbul Programme of Action for LDCs; the Addis Ababa Action Agenda; and the 2030 Agenda for Sustainable Development, from the perspective of the EIF.
6. Lead the organization of EIF Steering Committee (EIFSC) meetings, which bring together the full partnership and showcase results of the programme on the ground, including good practices and lessons learned. This involves the preparation of documentation including the EIFSC meeting records, coordinating the implementation of EIFSC decisions, and undertaking any necessary follow-up.
7. Assist in the preparation of a strategic plan, a work plan and a budget.
8. Be the focal point responsible for dealing with all the partners of the EIF, including reporting to all the partners and stakeholders, as and when required.
9. Liaise and work closely with the various divisions of the WTO Secretariat with a view to creating synergies with the work of those divisions in supporting the Least Developed Countries.
10. Undertake any other activities as instructed by the Executive Director and/or the Deputy Executive Director based on the evolving needs and priorities of the programme.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree in any one of the following: business administration, management, marketing/public relations, global affairs, economics, international trade or related fields with a development component.

Knowledge and Skills:

Mandatory requirements:

Proven track record of results orientation, including meeting fundraising targets; extensive knowledge of, and expertise in, developing and implementing fundraising/marketing campaigns, communications/outreach; experience in working with donor and fundraising databases, systems and processes; and knowledge of the global development agenda.

Ability to establish strategic partnerships to meet the overall mission of the EIF; establish and maintain strong networks; and excellent relationship management skills. Excellent drafting, presentation and communications skills presented in a variety of formats in a concise, targeted, persuasive and creative manner; and planning, organizing, and multi-tasking skills, including the ability to work under tight deadlines and often under high levels of stress.

A self-starter with high levels of flexibility and motivation; strong research skills; strong creative and innovation skills; high level of attention to detail; ability to market/sell a cause and make the most of opportunities; ability to communicate complex ideas and technical facts in an accessible and user-friendly manner; ability to work in a team where supporting and gaining the support of others is important to achieving her/his objectives; supervisory skills; ; and multilateral diplomacy skills.

Desirable:

Knowledge and understanding of, and sensitivity to, the challenges faced by the LDCs; interests and priorities related to trade and the economic development of the EIF Countries; the dynamics of Aid for Trade and development aid from the Donor, EIF Partner Agency and LDC perspectives; and the issues of poverty, gender, environment, global and regional value chains, regional integration and the private sector's roles in fostering inclusive trade.

Work Experience:

A minimum of eight years' relevant experience in fundraising, partnerships and marketing/outreach within the international development sector, including with a focus on bilateral donors, corporate bodies and foundations.

Languages:

Fluency in written and spoken English is required, and a competent level of French or Portuguese is desirable.

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.