



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/18-3

Issued On: 22 January 2018

Title: Secretary

Application Deadline (CET): 19 February 2018

Grade: 3

Division: Economic Research and Statistics

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 59,898 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 in the Economic Research and Statistics Division.

The Economic Research and Statistics Division provides economic analysis and research in support of the WTO's operational activities, including monitoring and reporting on current economic news and developments. It carries out economic research on broader policy-related topics in connection with the WTO's work programme, as well as on other WTO-related topics of interest to delegations arising from the on-going integration of the world economy, the spread of market-oriented reforms, and the increased importance of economic issues in relations between countries. On the statistics side, the division supports WTO members and the Secretariat with quantitative information in relation to economic and trade policy issues.

General Functions

Reporting to the Administrative Assistant, the Secretary will have the following responsibilities:

1. Respond to telephone and e-mail requests for information and support from the Economic Research and Statistics Division (ERSD), other Divisions within the WTO, and outside bodies. Draft e-mail correspondence; and put together information to prepare office documents including country briefings, memoranda for Deputy Director-General, Back-to-Office Reports etc., and circulation of same.
2. Carry out a range of secretarial and administrative tasks supporting Divisional activities. Assist with the organization of meetings and conferences which may include meeting room reservations, preparation and maintenance of participant lists, preparation of relevant meeting documents, etc. Carry out preparatory work for Divisional mission travel as required, including logistics and follow-up on mission reports.
3. Assist in the preparation of documents and publications of the Division, which may include formatting, editing and proofreading of text, creating graphs and tables in Excel as well as formatting of bibliographies.
4. Organize and manage files and records relating to Divisional activities.
5. Carry out administrative tasks as assigned by the Administrative Assistant; provide back-up support in the absence of the Administrative Assistant, as required.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education; secretarial qualifications.

Knowledge and skills:

Secretarial skills:

Word processing skills, Excel spreadsheet skills and proficiency in MS suite of applications.

Demonstrated willingness to master standard IT tools used in WTO secretarial work.

Ability to format documents according to set guidelines.

Core organizational skills:

Planning and Organization: Sets priorities and organizes work in an effective manner. Ability to deal with multiple tasks and to work within flexible (i.e. can manage and stay on multiple tasks) and tight (i.e. can adapt to focus on very pressing) deadlines.

Anticipation and Initiative: Engages in effective planning to maximise performance and avoid setbacks.

Teamwork: Works as a member of the ERSD Secretariat team and engages effectively and productively with all Division, Secretariat staff and outside parties, but also able to work independently when required in order to achieve his/her objectives.

Adaptability: Is capable of working in a multi-cultural environment in an evolving, cross-cutting, collaborative structure.

Core interpersonal skills:

Communication: Communicates information in a clear way and to understand and correctly interpret information received (written, oral). Demonstrates diplomacy, tact, and discretion.

Problem solving: Is capable of identifying problems and coming up with possible solutions, and seeking additional guidance from supervisor.

Work Experience:

Minimum 2 years' experience, preferably in an international organization or a government ministry environment.

Languages:

Excellent speaking and writing skills in English and advanced skills in French are required. Knowledge of Spanish would be an asset.

Additional Information:

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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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