



WORLD TRADE ORGANIZATION
ORGANISATION MONDIALE DU COMMERCE
ORGANIZACIÓN MUNDIAL DEL COMERCIO

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/19-43

Issued On: 5 July 2019

Title: Secretary

Application Deadline: 2 August 2019

Grade: 4

Division: Appellate Body Secretariat

Contract Type: Fixed-term

Duration: Two years with the possibility for extension

Starting Salary: CHF 65,729 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

The Secretariat of the WTO is seeking to fill a position of Secretary in the Appellate Body Secretariat.

The Appellate Body Secretariat is responsible for delivering advice and assistance to the Appellate Body in connection with all aspects of appeals of panel reports. The Appellate Body Secretariat also often advises and supports arbitrators in proceedings to determine the reasonable period of time, and, occasionally, provides advice and/or information to the Director-General, other WTO Divisions, and WTO Members, as appropriate.

General Functions

Under the general direction of the Director, and the supervision of the Administrative Assistant and Senior staff the incumbent will undertake some or all of the following functions in relation with dispute settlement activities:

1. Perform a full range of secretarial duties: draft correspondence and memoranda using standard templates, based on verbal instructions or brief notes; meticulously check legal and other documents for formatting, spelling, grammar, and proper citations; create, edit, and produce texts, tables, correspondence, reports, and PowerPoint presentations, according to approved WTO and Appellate Body Secretariat format and editorial practices.
2. Ensure proper distribution and date stamping of documents; generate and maintain filing systems; file and retrieve correspondence and documents in the Division's established filing systems; put together background files and compile appropriate reference materials for appeals, meetings, and seminars.
3. Maintain contact with delegations involved in appeals; coordinate the circulation of Appellate Body Reports; service meetings, including oral hearings and internal meetings; understand and apply Appellate Body practices and procedures in the conduct of appeals, in particular regarding deadlines and the treatment of confidential information.
4. Provide assistance and support to Appellate Body Secretariat staff and Appellate Body Members, as required.
5. Perform other secretarial duties, as assigned.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school; training in the secretarial field or proven experience in secretarial processes and practices.

Knowledge and skills:

Technical Knowledge and Skills:

Knowledge of the work of the Appellate Body Secretariat and of the WTO. Excellent knowledge of standard software applications (Microsoft Word, PowerPoint, Excel). Knowledge of database applications would also be an advantage. Good drafting skills in English to be able to prepare standard WTO correspondence.

Behavioural Skills:

Ability to work within strict deadlines and under pressure as well as to work successfully in a team; highly developed tact and discretion and the ability to adhere rigorously to the requirements of confidentiality; excellent organizational skills and ability to pay close attention to detail; ability to manage time efficiently when working on several assignments subject to deadlines; ability to exercise initiative and judgement; and to work under supervision. The following interpersonal capabilities are required: relate to and build relationships with colleagues; communicate and understand clear factual information; and work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Work Experience:

Three to four years of relevant experience. Experience in a legal environment would be an asset.

Languages:

Excellent knowledge of English. Good working knowledge of Spanish and/or French would be an asset. Language skills will be tested in the course of the recruitment process.

(English language at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR).)

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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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 - 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