



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/PP/19-6

**Issued On:** 29 January 2019

**Title:** Project Officer

**Application Deadline (CET):** 26 February 2019

**Grade:** 6

**Division:** Trade & Environment

**Contract Type:** Fixed-term

**Duration:** Two years, with possibility of extension for one additional year maximum.

**Starting Salary:** CHF 82,962 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 Project Officer position in the Trade and Environment Division. The Trade and Environment Division services the Agreement on Technical Barriers to Trade (TBT), as well as all matters concerning the relationship between trade and environment. This vacancy relates to the work of the Division under the TBT Agreement and the servicing of its corresponding Committee, including the provision of related expertise and technical assistance.**

**ALL APPLICANTS MUST SUBMIT A COVER LETTER THAT ELABORATES THEIR EXPERIENCE WITH PROJECTS INVOLVING ON-LINE TOOLS, DATABASES AND SURVEYS. APPLICATIONS WITH NO COVER LETTER WILL NOT BE CONSIDERED.**

### General Functions

For the implementation of the WTO TBT Agreement, the Secretariat has developed a number of online transparency tools that are aimed at facilitating - and making more effective - Members' implementation of the Agreement. This includes ePing (<http://www.epingalert.org>) - an alert mechanism for TBT and Sanitary and Phytosanitary (SPS) notifications based on ongoing cooperation with the International Trade Centre (ITC) and the United Nations Department of Economic and Social Affairs (UNDESA).. The incumbent will review ePing as well as other on-line tools currently used, such as the TBT Information Management System (TBT IMS), with the aim of enhancing and improving the service provided by the WTO. The incumbent is expected to combine expertise of working with databases, information technology, on-line tools and applications with good knowledge of the TBT and SPS Agreements. Supervised by senior staff in the Division, functions will include the following:

- 1.Design and conduct a survey of ePing users; the purpose of the survey will be to better understand how individual subscribers as well as enquiry points currently use ePing and notifications; how the system facilitates domestic coordination and participation in WTO work; what needs to be improved; and what type of technical capacity gaps need to be filled.
- 2.Analyse the results of the survey and prepare a review report with recommendations for enhancements, including improvements to content on the platform.
- 3.Assist in preparing consultations and discussions of the results of the review report with partners, including organization of follow-up discussions with potential donors.

4. Develop new online training materials, including video tutorials, revamping the current TBT eLearning modules on transparency in a way that addresses the needs of the diverse group of public and private stakeholders.
5. Play a central role in planning, coordinating and delivering technical assistance activities on transparency provisions and tools, including the ePing platform.
6. Conduct key outreach activities with other international and regional organizations, non-governmental organizations and private sector associations, on transparency provisions and tools.
7. Ensure that the ePing platform is operating effectively and contribute to making adjustments and enhancements to the Division's inter-linked on-line transparency tools in close collaboration with other relevant Divisions.

## REQUIRED QUALIFICATIONS

### Education:

Advanced university degree in economics, international relations or another relevant field, preferably with a focus on trade, complemented with practical experience working with on-line tools, databases and surveys, is required. Alternatively an advanced university degree in business administration, information management or another relevant field complemented with knowledge and/or experience in the area of international trade.

### Knowledge and skills:

Technical Knowledge and Skills required:

- Knowledge and understanding of trade and development issues, including challenges faced by developing countries.
- General understanding of the functioning of the WTO.
- Good knowledge of the TBT and SPS Agreements, particularly the transparency provisions.
- Experience in developing questionnaires, conducting surveys and follow-up interviews.
- Good analytical skills, including ability to analyse data and survey results.
- Demonstrated ability to work with databases, PowerPoint, Excel and similar software, as well as experience of working with on-line tools and applications.
- High level of drafting skills (e.g. webcontent, reports, guides and other promotional material).

Behavioural Skills required:

- Good organizational skills, including time management and prioritization skills; ability to work swiftly and accurately and meet strict deadlines. Flexibility and adaptability.
- Attention to detail and thoroughness in dealing with data and information management systems
- Ability to understand and communicate technical information in a clear way; Ability to present technical facts to a variety of audiences from the public and private sectors.
- Ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives.
- Ability to initiate and build relationships with a variety of people both inside and outside the organization.
- Political sensitivity and awareness; tact and diplomacy.
- Ability to adhere rigorously to rules of conduct ensuring confidentiality, impartiality and an absence of conflicts of interest.

### Work Experience:

A minimum of two years of professional experience in government, private sector, academia and/or international organisations, with experience of working with projects involving on-line tools, databases and surveys.

### Languages:

Excellent command of English, both oral and written, including the ability to deliver presentations, is essential (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)). A good command of either French or Spanish 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, etc.).

### 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

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

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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 - 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