



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/16-44

Issued On: 17 June 2016

Title: Secretary

Application Deadline (CET): 18 July 2016

Grade: 3

Division: Agriculture & Commodities

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 59,618 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 Agriculture and Commodities Division.

General Functions

1. Provide a range of secretarial support to the Division or a Section/Unit of the Division, which may include handling and occasional drafting of basic correspondence, e-mail management, screening and responding to telephone calls, maintaining a filing system and maintaining division databases.
2. Carry out a range of secretarial and administrative tasks supporting the divisional activities, assisting 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.; preparatory work for missions including logistics and follow-up on mission reports.
3. Assist in the preparation of documents and publications of the Division including notifications submitted by WTO Members related to the Agriculture Agreement, which may include formatting, editing and proofreading.
4. Organize and manage files and records relating to divisional activities and respond to requests for information from other Divisions within the WTO and outside bodies.
5. Maintain skills up-to-date and remain abreast of new office procedures and software.
6. Carry out administrative tasks as assigned by the Administrative Assistant; provide back-up support in the absence of the Senior Secretary or Administrative Assistant.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary education. Secretarial qualifications or experience working in a secretarial environment.

Knowledge and skills:

Basic knowledge of the WTO system.

Basic knowledge and understanding of the substantive work of the Division (e.g. committees, panels, working groups, rules and regulations, etc.).

Secretarial skills.

Word processing skills; proficiency in MS suite of applications in particular Excel (or equivalent). Ability to format, input, and edit text, numerical data and graphics.

Organizational skills.

Attention to detail.

Ability to work under pressure and strict deadlines.

Tact and discretion.

The following interpersonal capabilities are required: relate to and build relationships with colleagues; communicate information in a clear way and understand information; persuade others to a point of view using facts; face and cope with conflict situations with colleagues; and work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Work Experience:

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

Languages:

Excellent speaking and writing skills in English and adequate skills in French or Spanish.

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.

OFFICE(16)/57

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