



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/16-31

Issued on: 27 April 2016

Title: Director

Application Deadline (CET): 8 June 2016

Grade: 11

Division: Legal Affairs
(39)

Contract Type: Fixed-term

Starting Salary: CHF 189,737 net per annum
(approximate)

Duration: Two years with the possibility of extension

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/vacan_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill the position of Director in the Legal Affairs Division.

General Functions

Reporting to a Deputy Director-General (DDG), the incumbent will lead the Legal Affairs Division, which is primarily responsible for assisting dispute settlement panels and arbitrators in resolving trade disputes between WTO Members. The Division is also responsible for providing legal advice on WTO agreements and other issues of international law and the law of international institutions as they may arise to the Director-General (DG) and the WTO Secretariat, to the Dispute Settlement Body (DSB) and other WTO bodies and, as appropriate, to WTO Members. The Division also serves as Secretary to the DSB in Special Session, prepares reference material on WTO law, and carries out technical assistance and outreach activities.

Specific responsibilities of the incumbent will include:

1. Provide legal advice to the DG, WTO Divisions, the DSB and other bodies, and, as appropriate, WTO Members.
2. Oversee the work of the Division generally. Plan and organize the work of the Division by assigning dispute settlement lawyers and others (e.g. paralegals, Dispute Settlement (DS) Registrar, Legal Editor, secretaries) to: (i) assist and support dispute settlement panels and arbitrators, the DSB in Special Session, and, as appropriate committees and negotiating groups; (ii) prepare legal opinions for and in support of the DG, DDGs, WTO Divisions, the Dispute Settlement Body (DSB) and other bodies as appropriate; (iii) assist the DG in carrying out his/her depository functions with respect to instruments negotiated by Members; (iv) carry out functions of the Dispute Settlement Registry, the Digital Dispute Settlement Registry, and the WTO Depository Assistant; (v) design programs for and carry out technical assistance; (vi) prepare and update reference materials on WTO law and practice; and (vii) carry out outreach activities.

3. Lead the Division and motivate the staff, providing legal and other guidance to staff in carrying out their duties, setting objectives required, reviewing output (e.g. legal and other work) and performance of the staff, supporting the development of the knowledge and skills of staff, and ensuring appropriate staff training plans are in place and executed.
4. Build relationships with adjudicators and the Members in order to serve the WTO as appropriate, be it in dispute settlement, committee work, negotiations, or otherwise, while maintaining neutrality and observing the rules of conduct.
5. Oversee the participation of the Division in the organization's extensive technical assistance and training programmes, with a particular focus on WTO dispute settlement; such oversight extends to the preparation of teaching and training materials to this end, including for e-training, and to the preparation of reference materials on WTO law and practice.
6. Collaborate with other legal division Directors as appropriate to ensure that high quality legal advice and support are provided to the DG and WTO divisions, panels and arbitrators, WTO Members, WTO bodies, committees and negotiating groups, and to ensure that effective dispute settlement is provided to Members.
7. Assist the WTO Membership in drafting and giving legal effect to instruments and agreements they may negotiate and conclude within the legal framework of the WTO.
8. Represent the DG and the WTO Secretariat in various public and academic functions in Geneva and abroad that address WTO dispute settlement matters and legal issues of relevance to the WTO.
9. Undertake other tasks that may be assigned by the DG, including sitting on Secretariat committees and bodies.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree in law, including studies in public international law and international trade law. Should be licensed or be eligible to be licensed to practice law in at least one municipal jurisdiction.

Knowledge and Skills:

The Director of Legal Affairs Division must have the skills to guide, empower and motivate a team of approximately 40 staff members to excel in their jobs. He/she must be able to build a team culture that consistently delivers high-quality results.

The successful candidate must demonstrate an expert level of knowledge in international trade law, public international law, and international dispute settlement mechanisms. He/she must have an excellent knowledge of economic and legal issues relating to the WTO. He/she must also possess an expert level of drafting skills in English. Knowledge of and practical experience with other dispute resolution mechanisms, at the national or international level, would be an asset.

Significant management and organizational skills (planning and organizing work, managing people and performance, managing resources) are essential

Proven ability to interact and work with others in a diverse international setting in a harmonious and effective way is a must.

The successful candidate must have good presentation and communication skills as well as a high level of political awareness and sensitivity.

High ethical standards and the ability to ensure adherence by others to established rules of conduct are also required.

Work Experience:

At least fifteen years as a legal practitioner in either the public or private sectors, including considerable practical experience in trade law and trade litigation. Extensive management experience with broad supervisory responsibilities in a legal environment is required, as is extensive practical experience with dispute settlement mechanisms.

Languages:

Fluent knowledge of English is essential, including a demonstrated ability to write accurately, concisely and quickly, and to review and edit effectively the work of other lawyers. A good knowledge of French and/or Spanish would also be an important 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.

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.