



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/16-34

Issued on: 11 May 2016

Title: Paralegal

Application Deadline (CET): 8 June 2016

Grade: 5

Division: Appellate Body Secretariat, Legal Affairs

Contract Type: Fixed-term

Starting Salary: CHF 72,251 net per annum (approximate)

Duration: Two years with the possibility for 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 two positions of Paralegal, one each in the Appellate Body Secretariat and the Legal Affairs Division.

The Appellate Body Secretariat (ABS) is responsible for delivering advice and assistance to the Appellate Body in connection with all aspects of appellate proceedings when WTO Members appeal the decisions made by panels in trade disputes between WTO Members. The ABS also advises and supports arbitrators in proceedings to determine the reasonable period of time for complying with rulings, and, occasionally, provides advice and/or information to the Director-General, other WTO Divisions, and WTO Members, as appropriate.

The Legal Affairs Division is primarily responsible for assisting dispute settlement panels and arbitrators in resolving trade disputes between WTO Members. It 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 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 extensive technical assistance and outreach activities.

General Functions

The main role of the paralegal is to assist with dispute settlement activities. The paralegal may also be required to assist in other areas including preparing material for presentations, assisting in the preparation of legal opinions, briefing notes or legal publications, conducting basic research, and supporting depository and other archive functions.

Under the supervision of a more senior staff or the Director of the Division, the incumbents will undertake some or all of the following functions:

1. Organize information in legal submissions and exhibits; summarize facts and data filed by disputing parties; conduct basic research using a variety of resources, including online research tools; compile information in various formats for use by lawyers and adjudicators, including spreadsheets, charts, tables, and PowerPoint presentations; prepare summary records of internal meetings; and support hearings and take notes as required.
2. Organize and maintain working files; create and organize background files and appropriate reference materials for panels/appeals/arbitrations, meetings, and seminars.
3. Prepare routine dispute settlement documents following established precedents and guidelines; verify quotations, legal references and footnote citations in documents; accurately compile annexes to dispute settlement reports. On occasion, the paralegal may also be called upon to provide editorial support in ensuring that dispute settlement documents conform to established editorial standards, and to perform certain registry functions including assisting staff and WTO Members with the WTO's e-filing and electronic case management application.
4. Develop and maintain good knowledge of the WTO Understanding on Rules and Procedures Governing the Settlement of Disputes (DSU), the Rules of Conduct for the DSU, the relevant Working Procedures, Editorial and Formatting Guides, as well as other sources and tools used in WTO dispute settlement.
5. Support the work of the other members of the Division as requested by the Director and more senior staff.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school or equivalent technical or commercial school; specialized training or proven expertise developed through experience working as a paralegal (or functional equivalent) is required. Further education or certification in paralegal studies will be an advantage.

Knowledge and Skills:

General knowledge of the WTO; basic knowledge of WTO dispute settlement procedures.

Excellent knowledge of standard office software applications (including Microsoft Word, PowerPoint, Excel, One Note, and Adobe Acrobat). Knowledge of database applications, case management software and/or electronic filing will be an asset.

Excellent organizational skills and ability to pay close attention to detail; ability to manage time efficiently and prioritize and manage multiple assignments subject to strict deadlines; ability to summarise often complex and voluminous information and compile and present facts and data in usable formats; very good English drafting skills; ability to draft routine documents in English following established precedents and guidelines. Spanish or French drafting skills will be an advantage.

Tact and discretion and the ability to adhere rigorously to requirements of confidentiality; ability to work within strict deadlines and under pressure; ability to work independently, exercise initiative and judgement while working within established guidelines and instructions; ability to work as part of teams on multiple cases.

The following interpersonal capabilities are required: ability to relate to and build relationships with colleagues; ability to communicate and understand clear factual information; ability to persuade others to a point of view using facts; ability to handle disagreements with colleagues with courtesy and professionalism; ability to work as a member of a diverse team, relating to others, while working independently to achieve his/her objectives.

Work Experience:

At least five years' experience working as a paralegal (or functional equivalent), preferably involved in litigation activities in a law firm, government or corporate legal office, or national or international judicial institution or quasi-judicial agency.

Languages:

Excellent English, including very good drafting skills. Knowledge of French and/or Spanish will be an asset.

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.

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.