



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/16-12

Issued on: 3 March 2016

Title: Secretary

Application Deadline (CET): 31 March 2016

Grade: 3

Division: Economic Research and Statistics
(457)

Contract Type: Fixed-term

Starting Salary: CHF 60,526 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 a position of Secretary in the Economic Research and Statistics Division.

General Functions

Reporting to the Administrative Assistant, the Secretary will have the following responsibilities:

1. Respond to telephone and e-mail requests for information from other Divisions within the WTO and outside bodies. Drafting of e-mail correspondence, basic office documents including country briefings, DDG memoranda, Back-to-Office Reports etc. and circulation of same.
2. Carry out a range of secretarial and administrative tasks supporting Divisional activities: Assist 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 mission travel as required, including logistics and follow-up on mission reports.
3. Assist in the preparation of documents and publications of the Division, which may include formatting, editing and proofreading of text, excel graphics and tables, and formatting of bibliographies.
4. Collect and collate statistics within standard definitions and maintain databases as defined. Download, collect, convert and collect data from the UN Database and other organisations to include them into the WTO Statistical database (SDB).

5. 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.

6. Carry out administrative tasks as assigned by the Administrative Assistant and Senior Secretary; provide back-up support in the absence of the Senior Secretary or Administrative Assistant

REQUIRED QUALIFICATIONS

Education:

Completed secondary education; secretarial qualifications.

Knowledge and Skills:

Knowledge of the WTO system.

Secretarial skills; Word processing skills, excel spreadsheet skills and proficiency in MS suite of applications (or equivalent).

Good IT skills to be able to perform basic statistical tasks.

Demonstrated willingness to master standard IT tools used in secretarial work.

Ability to format documents according to guidelines.

Organizational skills.

Ability to work under pressure and strict deadlines.

Tact and discretion.

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

Work Experience:

Minimum 2 years' 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; skills in the third language would 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 18 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.