



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/16-54

Issued On: 3 August 2016

Title: Secretary

Application Deadline (CET): 31 August 2016

Grade: 3

Division: Rules

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 60,526 net per annum (approximate) 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

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The Secretariat of the WTO is seeking to fill a position of Secretary in the Rules Division.

General Functions

Reporting to the Administrative Assistant or other senior staff, the Secretary will have the following responsibilities:

1. Provide a range of secretarial support to the Division. Assist in the preparation of documents, including notifications submitted by WTO Members and panel reports, including reviewing and verifying content and format of dispute settlement documents, arranging for translation and distribution, formatting, editing and proofreading of text, charts, graphics and tables as necessary.
2. Assist with the organization of meetings, including panel meetings and the regular and special meetings of WTO bodies and groups, including meeting room reservations, preparation and maintenance of participant lists, preparation of relevant meeting documents, assistance with panelists' travel arrangements, etc. Preparatory work for Divisional travel as required, including logistics and presentations.
3. Handling and occasional drafting of basic correspondence, e-mail management, screening and responding to telephone calls, maintaining filing systems and division databases.
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 or other senior staff; provide back-up support in the absence of the Senior Secretary or Administrative Assistant.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education or equivalent technical or commercial school. Training in office management or a recognized certification in the relevant field would be considered an advantage.

Knowledge and skills:

Basic knowledge of the WTO system.

Basic knowledge of the substantive work of the Division, including committees and dispute settlement panels, as well as other bodies and groups.

Secretarial and administrative skills, including making travel arrangements.

Word processing skills; proficiency in MS suite of applications.

Ability to format and edit documents and text according to guidelines, ability to format and input data and graphics in excel / power-point and create charts and graphs.

Organizational skills and attention to detail.

Ability to work under pressure and adhere to strict deadlines.

Ability to adhere to set rules of conduct, so as to ensure confidentiality, impartiality and an absence of conflicts of interest; tact and discretion.

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

Work Experience:

Minimum 2 years' relevant experience working as a secretary, preferably in an international organization, government ministry, law firm, corporate legal office, or a national or international judicial institution or quasi-judicial agency.

Languages:

Excellent speaking and writing skills in English. Good speaking and writing skills in either Spanish or French would be an advantage.

Additional Information:

This post requires the incumbent's presence in the office on a full-time basis. The incumbent will be expected to work until 5.30 p.m.

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.

OFFICE(16)/68

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