



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/L/16-23

Issued on: 23 March 2016

Title: Programme Officer

Application Deadline (CET): 20 April 2016

Grade: 6

Division: Executive Secretariat for the Enhanced Integrated Framework

Contract Type: Fixed-term

Starting Salary: CHF 84,820 net per annum (approximate)

Duration: One year

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 Programme Officer to work in the Executive Secretariat for the Enhanced Integrated Framework (ES). The Enhanced Integrated Framework (EIF) is a multi-donor programme, which supports Least Developed Countries (LDCs) to be more active players in the global trading system by helping them tackle supply-side constraints to trade. The ES is administratively housed in the WTO.

General Functions

The purpose of the job is to facilitate the implementation of the EIF Phase Two programme by developing and later managing a bespoke EIF Management Information System (EIF MIS) and to support various other programme functions, such as country coordination, Monitoring and Evaluation (M&E), partnership coordination and communications. The EIF Phase Two's focus is on strengthening the effectiveness, efficiency and sustainability of its results and reinforcing the collective work as a partnership. This will ensure inclusive impacts and results for the LDCs with a business-like focused delivery in expanding trade for sustainable development and poverty reduction in the LDCs. The new EIF MIS will be a key instrument for increasing the effectiveness and efficiency of the EIF programme for Phase Two.

Reporting to the Executive Director of the ES (ED), the incumbent will have the following responsibilities:

1. Develop the design of the new EIF MIS in cooperation with the WTO's IT department, specialized service providers and the EIF Trust Fund Manager (TFM).

2. Undertake stakeholder consultations on the new EIF MIS, both at the outset and during the pilot phase, before the system goes live.
3. Develop manuals for users of the EIF MIS, in particular partners in the LDCs.
4. Once the EIF MIS is running, monitor and support data and information upload from Main Implementing Entities of EIF projects and the TFM, including troubleshooting where necessary.
5. Maintain a close cooperation with the WTO's IT department and act as a point person for the service providers supporting the EIF MIS.
6. Lead continuous stakeholder consultations, including within the ES, to improve the performance of the EIF MIS in supporting an efficient and effective implementation of the EIF Phase Two programme.
7. Provide support to ES Country Coordinators in data and information upload as necessary; assist in processing annual and semi-annual narrative reports and provide input for the country annual progress reports.
8. Provide support to the M&E Coordinator and the Communications team in finalizing the country annual progress reports; help conduct summative evaluations in EIF Countries as well as track progress achieved based on logframe indicators for EIF projects.
9. Provide support to the Partnerships Coordinator in conducting background research on evolving priorities of EIF Donors, EIF Agencies and the LDCs and preparing briefs that can be used as input for informed decision-making with respect to the EIF partnership.
10. Undertake programme-related missions, as and when required.
11. Perform any other functions as instructed by the ED and/or depending on the evolving needs and priorities of the EIF partnership.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree or equivalent in international economics, international trade, international relations or related fields, preferably with a development component.

Knowledge and Skills:

Excellent knowledge and understanding of the role of an MIS for managing a project portfolio and supporting the M&E of projects and the EIF programme as well as a tool for promoting transparency within the EIF partnership.

Knowledge of results-based management, reporting and M&E; knowledge of international development issues and in particular Aid for Trade (AFT), including the roles of donors, international agencies and other players in providing and delivering AFT; knowledge of the pro-poor trade development agenda of the LDCs.

Excellent organizational and communications skills; drafting skills; multi-tasking skills; and attention to detail.

Capacity to develop a complex new system in cooperation with service providers with technical knowledge and a variety of users with different needs; capability to initiate, build and maintain relationships with a variety of people both inside and outside of the organization in relation to the EIF MIS; ability to understand capacity constraints in using the EIF MIS and to address those constraints through a combination of a user manual and individual support; and ability to work in a team where supporting and gaining the support of others is important to achieving his/her objectives.

Work Experience:

A minimum of two (2) years of relevant experience, preferably for an Aft programme or in the LDCs. Practical professional work experience with MISs, M&E, international development and in particular Aft and the EIF programme is an asset.

Languages:

Fluency in written and spoken English and French is required.

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.

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.