



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/16-11

Issued on: 23 February 2016

Title: Secretary

Application Deadline (CET): 22 March 2016

Grade: 4

Division: Legal Affairs
(336)

Contract Type: Fixed-term

Starting Salary: CHF 66,025 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 Secretary in the Legal Affairs Division.

General Functions

The incumbent will provide a range of secretarial support to the Legal Affairs Division. Functions include, but are not limited to, the following:

1. Responding to or forwarding as appropriate and occasionally drafting correspondence and e-mails; screening and responding to telephone calls.
2. Maintaining a filing system and managing the divisional electronic directory.
3. Assisting with the organization of meetings and conferences, including panel meetings.
4. Assisting in the preparation of documents and publications of the Division; assisting in the preparation of panel reports; reviewing and verifying content and format of dispute settlement documents submitted by Members or panels and arranging for their translation and distribution to the Membership.
5. Organizing and managing files and records relating to divisional activities and responding as appropriate to requests for information from other Divisions within the Secretariat, delegations, members of the public, and outside bodies.
6. Maintaining and updating divisional databases, including the dispute settlement database, and conducting searches therein for Divisional staff when requested.

7. Carrying out administrative and secretarial tasks as assigned by the Administrative Assistant or the Director.

REQUIRED QUALIFICATIONS

Education:

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

Knowledge and Skills:

Excellent secretarial skills, including in the use of standard office software applications: word processing (Word); spreadsheet (Excel); and slide show (PowerPoint).

General knowledge of the WTO. Basic knowledge of the general areas of work of the Legal Affairs Division. Basic knowledge of the steps in the WTO dispute settlement system, especially the panel process.

Ability to work under pressure and strict deadlines, and to multitask; 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 build relationships with colleagues; ability to communicate information in a clear way and to understand information clearly provided; ability to cope with and seek to address conflict situations with colleagues; ability to work as a member of a team; ability to work independently to achieve objectives.

Work Experience:

Three to four years of relevant experience working as a secretary or office manager, preferably in an international organization, government ministry environment, law firm, corporate legal office, or a national or international judicial institution or quasi-judicial agency. Experience producing and editing documents, using Editorial/Style Guides would be an asset.

Languages:

Excellent speaking and writing skills in English. Good speaking and writing skills in Spanish would be an advantage. Adequate skills in French would be an additional 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.