



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/16-51

Issued on: 21 July 2016

Title: Security Coordinator

Application Deadline (CET): 22 August 2016

Grade: 5

Division: Administration and General Services (297)

Contract Type: Fixed-term

Starting Salary: CHF 71,167 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 Security Coordinator in the Security and Safety Service of the Administration and General Services Division.

General Functions

Reporting to the Security Manager, the incumbent will be responsible for undertaking a variety of tasks contributing to the daily operations of the WTO Security and Safety Section.

1. Assist in the supervision of the daily work of over 38 outsourced security staff according to the terms and conditions of the contract; ensure that the Security Manager is immediately made aware of situations of non-compliance and initiate action to rectify situations of non-compliance as required.
2. Provide WTO travellers the relevant security information on travel destinations in high or extreme risks in accordance with the assessment from the travel security provider. Provide briefings on security risk for official missions as requested by WTO travellers.
3. May be asked to provide briefings on security risk and threat assessment for events organized by the WTO.
4. Execute the security coverage for routine meetings, conferences, VIP visits and special events taking place at the WTO and other locations as required.
5. Ensure that all operational directives from the Security Manager are fully implemented and that the outsourced security guards are kept abreast of the Standard Operation Procedures (SOPs).

6. Supervise special security operations as instructed by the Security Manager and take charge of initial security and safety responses for minor incidents requiring the attention of the Security and Safety Section (24/7).
7. Replace and assume the functions, duties and responsibilities of the Security Manager during planned and unplanned absences.
8. Undertake any other tasks in the Security and Safety Section as required.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education. Specialized security training from a law enforcement agency (e.g. Ministry of Interior), fire department/emergency response service and/or military (e.g. Ministry of Defence) is required.

Knowledge and Skills:

Familiarity with risk assessment in the context of international organizations or national institutions will be considered an asset.

Organizational skills. Ability to work under pressure and to tight deadlines.

Ability to relate to and build relationships with colleagues; ability to present technical facts to knowledgeable specialised audiences; ability to cope with and resolve conflicts through interpreting provided guidelines on how to resolve them; ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives; and the ability to supervise a group of people in their day-to-day work.

Work Experience:

At least five years of relevant experience in a law enforcement agency, military, and/or fire safety service, including at least two years with supervisory responsibilities.

Additional professional experience working for the security service of an international organization, large conference centre will be considered an asset.

Experience in training a group of security officers is highly desirable.

Languages:

An excellent oral and written knowledge of French and a very good knowledge of English.

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.