



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/16-40

**Issued On:** 2 June 2016

**Title:** Legal/Economic Affairs Officer

**Application Deadline (CET):** 30 June 2016

**Grade:** 6

**Division:** Development

**Contract Type:** Fixed-term

**Duration:** Two years with the possibility of extension

**Starting Salary:** 83,549 CHF 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](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 Legal/Economic Affairs Officer in the Development Division.**

### General Functions

Under the general direction of the Director of the Division and the direct supervision of the Head of the Least-developed countries (LDC) Unit, the incumbent's responsibilities will include the following:

1. Service meetings of the WTO African Group, including making arrangements for meetings, drafting and circulating agendas, disseminating relevant documentation, and assisting the Chair of the Group on any issues related to the African Group.
2. Assist in preparing documents, background papers, briefs and reports relating to trade in Africa, as well as monitoring the different events/initiatives with respect to trade policy and development in Africa.
3. Monitor and prepare periodic briefs on the African Group's positions in the WTO negotiations.
4. Liaise with the concerned officials of the African Union, African Development Bank, the United Nations Economic Commission for Africa, the African, Caribbean and Pacific Group of States (ACP) Secretariat and other relevant international and regional organizations, as well as the think tanks and other civil society organizations working in/on Africa.
5. Undertake technical assistance missions to African countries, as well as lecture at trade policy courses.
6. Undertake any other tasks in the LDC Unit as may be required.

### REQUIRED QUALIFICATIONS

#### Education:

An advanced university degree in International Trade law, Economics or a related field is required.

#### Knowledge and skills:

A good knowledge of issues of interest to the African countries in the multilateral trading system; good knowledge of WTO legal

instruments and agreements.

Good analytical skills; high level of drafting skills (e.g. correspondence/reports, records of meetings, background papers, etc.); sound policy-oriented research skills; organizational skills; presentation skills; proficiency in Microsoft Office applications such as Word, PowerPoint, Excel, etc.

Political sensitivity and awareness; tact and diplomacy.

Ability to initiate and build relationships with a variety of people both inside and outside the organization.

Ability to communicate information in a clear way and to understand information.

Ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Ability to present technical facts to knowledgeable specialised audiences.

#### Work Experience:

Minimum two years of relevant experience including work experience with or in Africa is required. Evidence of having undertaken some research work on issues related to trade and development in Africa is required.

#### Languages:

Proficiency in both English and French including proven ability to draft reports, invitations and speeches.

#### 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.

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APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

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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](http://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