



## WORLD TRADE ORGANIZATION

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.

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<b>Vacancy Notice No.:</b> EXT/F/16-32	<b>Issued on:</b> 3 May 2016
<b>Title:</b> Pension specialist	<b>Application Deadline (CET):</b> 31 May 2016
<b>Grade:</b> 5	<b>Division:</b> Administration and General Services (292)
<b>Contract Type:</b> Fixed-term	
<b>Starting Salary:</b> CHF 72,251 net per annum (approximate)	<b>Duration:</b> 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](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 Pension Specialist in the Administration and General Services Division.**

### General Functions

Under the supervision of the Secretary of the Pension Plan, the incumbent will have primary responsibility for providing operational oversight, analysis, support and coordination to administer the WTO's Pension Plan (WTOPP). He/she will also monitor and coordinate the work of the external service provider to the Plan, Trianon.

Specifically, the role of the Pension Specialist includes the following:

1. Ensure that the filing system is up-to-date. This includes maintaining individual records for participants and beneficiaries (e.g. to systematically scan, record and file all new relevant material in the appropriate sections of participants and beneficiaries individual files and make sure they are easily retrievable should the need arise); managing the correspondence between the WTOPP's Secretariat and its participants and beneficiaries; recording, reviewing and filing the monthly reports from the fund investment managers; and scanning and filing other documents as appropriate such as the monthly statements of the Plan's assets, invoices, etc.
2. Coordinate the exchange of information on participants and beneficiaries with Trianon, as well as the preparation of benefit payments; validate and process payment of benefits and other fees incurred by the Plan.

3. Manage requests from participants and beneficiaries, i.e. receive requests, as appropriate answer or dispatch to other team members, follow up and keep track of the status of these requests.
4. Assist in the preparation of meetings of the Management Board; help organize and assist as necessary with the logistical aspects of meetings and missions.
5. Assist in the preparation of the WTOPP annual report, of documents for the Management Board, and of WTOPP reports in other in-house bodies such as the Committee on Budget, Finance and Administration and the General Council.
6. Assist with other projects identified by WTOPP Secretariat Team.

### **REQUIRED QUALIFICATIONS**

#### **Education:**

Completion of secondary education. In addition, specialized training in a related field with a financial orientation or proven expertise in a relevant area, such as benefits administration, finance and accounting etc. is required. Familiarity with investments, pensions, customer service will be an advantage.

#### **Knowledge and Skills:**

Basic level of understanding of key areas related to pension fund administration.

High level of attention to detail.

Organizational skills; ability to manage multiple tasks efficiently according to strict time constraints.

Advanced computer and office application skills, in particular word processing and spreadsheet software. Required spreadsheet (Excel) skills include the ability to use the available functions to work on, check and format datasets without introducing errors, for example, importing CSV data files, setting up filters, sorting and formatting data, modifying table column and row order, and using arithmetic operators and the VLOOKUP function, etc.

Logical and mathematical skills to understand, interpret and calculate participant and beneficiary rights according to the provisions of the Plan.

Analytical skills to produce accurate and clear financial and management reporting.

Advanced skills on computing and office applications, especially spreadsheet and word processing applications.

A strong client service oriented mindset.

A high level of integrity; and confidentiality skills to ensure that information is accessible only to those authorized to have access.

The following interpersonal capabilities are required: ability to persuade others to a point of view using facts; ability to face and cope with conflict situations; ability to work as a member of a team, relating to others, while working independently to achieve his/her objectives; ability to initiate and build relationships with a variety of people both inside and outside the organization; and communicate information in a clear way.

#### **Work Experience:**

At least 5 years' experience in a relevant function. Experience with a defined benefit pension plan in international or public sector organizations will be an advantage.

#### **Languages:**

Fluency in English and French, both oral and written. Knowledge of Spanish will be an 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 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: <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**