



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/16-68

**Issued on:** 11 October 2016

**Title:** Statistical Officer

**Application Deadline (CET):** 8 November 2016

**Grade:** 6

**Division:** Economic Research and Statistics  
(176)

**Contract Type:** Fixed-term

**Starting Salary:** CHF 83,548 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](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 Statistical Officer in the Market Access Intelligence Section of the Statistics Group in the Economic Research and Statistics Division.**

The Statistics Group supports WTO members and the Secretariat with quantitative information in relation to economic and trade policy issues. It is the principal supplier of WTO trade and trade policy statistics through its annual publications and via the internet and intranet. The Statistics Group is responsible for the maintenance and development of the Integrated Data Base (IDB) and the Consolidated Tariff Schedules (CTS), which supports the Market Access Committee's information requirements in relation to tariffs. Statisticians also provide members with technical assistance in relation to the IDB and CTS.

**General Functions**

Reporting to the Chief of the Integrated Data Base Unit of the Market Access Intelligence Section, the incumbent will undertake the following responsibilities:

1. Contribute to the collection, processing and analysis of tariffs and other market access or trade-related information/statistics to support the WTO system needs.
2. Follow up on new approaches for improving the information systems and data sources relevant for the Integrated Data Base (IDB) notification requirements.
3. Develop and maintain good working contacts with delegations and national experts concerning the submission of IDB data.

4. Contribute to drafting WTO documents and other statistical reports and compile information for briefing notes.
5. Provide assistance in the analysis of quantitative indicators relating to trade policy-relevant information.
6. Participate in technical assistance to WTO Members.

## **REQUIRED QUALIFICATIONS**

### **Education:**

Advanced university degree in a quantitative subject such as mathematics, statistics or economics.

### **Knowledge and Skills:**

Knowledge of statistical concepts such as those used in international trade statistics, balance of payments, and national accounts; knowledge of statistical classifications. Some understanding of WTO market access related concepts.

Advanced IT skills on database/information management, specifically on the use of WTO standard database softwares like MS Access and/or SQL Server; good experience in using R, SAS or similar software would be a strong advantage.

Drafting skills including the ability to draft technical documents accurately and concisely.

Good oral and written presentation skills; ability to teach and communicate technical matters in a clear and didactic manner.

The following interpersonal capabilities are required: relate to and build relationships with colleagues, both inside and outside the organization; communicate and understand clear factual information; persuade others to a point of view using facts; present technical facts to knowledgeable specialised audiences; face and cope with conflict situations with colleagues; and work as a member of a team, relating to others, while working independently to achieve his/her objectives.

### **Work Experience:**

At least two years' experience is required, handling data and/or doing statistical analyses within a national statistical office, trade/customs office, or in a governmental, non-governmental or business environment.

### **Languages:**

Very good speaking and writing skills, which include giving technical presentations, in one and good working knowledge in another official WTO language (English, French, Spanish) are required. As concerns English, at least, good working knowledge 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 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.**