



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/16-75

Issued on: 20 October 2016

Title: Recruitment Specialist

Application Deadline (CET): 17 November 2016

Grade: 6

Division: Human Resources

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.

The Secretariat of the WTO is seeking to fill a position of Recruitment Specialist in the Human Resources Division.

General Functions

1. Execute end-to-end recruitment processes for assigned fixed-term vacancies, including preparation of job descriptions and vacancy notices, advising hiring divisions on hiring processes, participating in selection panels as the HR representative, etc.
2. Undertake research on selection methods and make suggestions on appropriate selection tools, including choice of tests, role plays, case studies, assessment centres and psychometric tests; assist in preparing such role plays, tests and case studies as needed.
3. Actively contribute to the enhancement of recruitment workflow processes based on codification, review and analysis of current operations as well as research on recruitment practices in comparable organizations; contribute to making information on recruitment clearer and more accessible to relevant stakeholders, e.g. creating manuals/handbooks for hiring managers, drafting parts of a policy document, improving the information presented in the recruitment page of the official WTO website.
4. Assist in the hiring process for temporary positions to ensure that temporary staff members are recruited according to WTO staff rules and regulations and hiring practices.

5. Act as administrator of the WTO e-recruitment system; develop a thorough understanding of the online platform, make continuous improvements in collaboration with the service provider and monitor the performance of the website.
6. Conduct regular statistical analysis of recruitment operations of the team; contribute to establishing and keeping up-to-date recruitment plans of the team.
7. Create and maintain networks with recruitment officers in other international organizations; keep oneself abreast of the latest trends in recruitment and talent acquisition and make recommendations on ways to apply it in the WTO hiring context.
8. Contribute to recruitment outreach activities of the WTO as necessary.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree in Organizational Psychology, Human Resources, Business Administration or a relevant field; or alternatively a basic university degree combined with professional experience in the recruitment or talent acquisition field, equivalent to an advanced university degree.

CIPD, SHRM or equivalent accreditation valued but not essential.

Knowledge and Skills:

Knowledge of various recruitment methods.

Analytical skills. Problem solving skills.

Good drafting skills in English.

Curiosity and willingness to try out new things while being sensitive to existing practices/culture.

Ability to work under pressure and meet deadlines.

Tact and discretion and the ability to adhere rigorously to requirements of confidentiality.

Client service-oriented mindset. Ability to take accountability and demonstrate commitment to get work done.

The following interpersonal capabilities are required: ability to communicate information in a clear way and to understand information; ability to face and cope with conflict situations with colleagues; ability to persuade others to a point of view using facts; 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.

Work Experience:

Minimum two years of experience in recruitment, talent acquisition or a relevant field. Work experience in international organizations will be considered an asset.

Languages:

Excellent speaking and writing skills in English and a working knowledge of French. Knowledge of Spanish would be an asset.

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.

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.