



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

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/L/16-52

Issued On: 22 July 2016

Title: Deputy Executive Director

Application Deadline (CET): 5 September 2016

Grade: 10

Division: Enhanced Integrated Framework (EIF) Executive Secretariat

Contract Type: L Post

Duration: One year with the possibility of extension subject to availability of funds and incumbent's level of performance.

Starting Salary: CHF 158,974 net per annum (approximate)

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 a position of Deputy Executive Director in the Executive Secretariat for the Enhanced Integrated Framework (ES). The Enhanced Integrated Framework (EIF) is a multi-donor programme, which supports Least Developed Countries (LDCs) to be more active players in the global trading system by helping them tackle supply-side constraints to trade. The ES is administratively housed in the WTO.**

#### General Functions

Reporting to the Executive Director (ED) of the ES, the Deputy Executive Director operates as the Chief Operating Officer and will be responsible for operationalizing the strategy and the vision articulated by the ED based on the direction provided by the EIF Board. The incumbent will ensure the effective and efficient delivery of the EIF programme - both in country as well as at the global and regional levels; be an active advocate for the EIF, in conjunction with the ED; and act as the advisor to the ED in delivering results in a cost-effective and sustainable manner.

1. Support the ED in the execution of the Change Management Plan as agreed by the EIF Board, with a view to making continuous improvements in efficiency, effectiveness and value for money.
2. Provide programme oversight and guidance on operational matters through regular portfolio reviews to ensure that the identification, design, implementation and monitoring and evaluation (M&E) of the EIF project portfolio reflect the outcomes and outputs in the EIF Logframe.
3. Ensure that the strategic directions of the organization, including leveraging and sustainability, is fully reflected in the identification, design, implementation and M&E of the EIF programmes and activities in keeping with the demand of the EIF partnership.
4. Ensure that M&E procedures and tools are effectively used and updated and status reports on project/programme performance are produced as requested/needed.
5. Ensure that all the projects to be supported through the EIF Trust Fund meet the quality threshold before they are approved by the relevant authority.
6. Advise the ED on financial planning, budgeting, cash flow and an appropriate system of policies, internal controls and procedures.

7. Supervise and/or provide guidance to a team of staff responsible for country programmes, M&E, partnerships and communications. Where directed/delegated by the ED, establish and monitor staff performance and development goals, set objectives and conduct annual performance evaluation reviews.
8. In line with the results-based management principles, pursue an effective collaboration with the EIF Trust Fund Manager (TFM) and act as the focal point in the EIF to closely monitor the performance of the TFM to ensure that it is functioning according to the letter and spirit of the terms of reference agreed upon by the EIF Board and report to the ED promptly to take corrective measures, if required.
9. Contribute to resource mobilization efforts of the EIF and organize major high level meetings, as well as represent the ED in various LDCs focused on international events, as and when required.
10. Undertake programme-related missions, as and when required.
11. Perform any other functions as instructed by the ED depending on the evolving needs and priorities of the EIF partnership.

## REQUIRED QUALIFICATIONS

### Education:

Advanced university degree in economics, development studies, business administration and/or Certified Public Accountant/Chartered Accountant/Chartered Certified Accountant professional qualifications.

### Knowledge and skills:

Excellent knowledge and understanding of the problems faced by the LDCs. Understanding of the dynamics of Aid for Trade and development aid from the perspectives of the LDCs, EIF Donors and the EIF Agencies. A proven track record of success in facilitating strategic and organizational change/development.

Other mandatory skill sets required: Country level project management skills; portfolio management skills; programme M&E skills; operational management skills; capacity building skills; drafting skills; organizational skills; multi-tasking skills; presentation and public speaking skills; and multilateral diplomacy skills.

The following interpersonal capabilities are required: Capability to initiate and build relationships with a variety of people both inside and outside of the organization; communicate complex abstract ideas to an audience of informed people and understand ideas when communicated by others; present technical facts to knowledgeable specialized audiences; supervise a group of people in their day-to-day work; and to work in a team where supporting and gaining the support of others is important to achieving his/her objectives.

### Work Experience:

A minimum of 10 years of relevant professional experience, of which at least five years at a senior management level, supervising seasoned staff operating multiple programmes/projects across a broad geography, including in the LDCs.

### Languages:

An excellent knowledge of English is required to enable the incumbent to draft clearly, accurately and concisely and to communicate both orally and in written form in an articulate and persuasive manner. A good knowledge of French and/or Portuguese is desirable.

### 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.

This position is subject to continued availability of funds. Should the successful candidate hold a regular or fixed-term contract under the regular WTO budget, the contractual status shall be changed to a one year fixed-term contract in accordance with the contractual arrangement set out in the vacancy notice.

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