



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/16-20

**Issued on:** 16 March 2016

**Title:** Regional Desk Assistant

**Application Deadline (CET):** 13 April 2016

**Grade:** 5

**Division:** Institute for Training and Technical Cooperation (L024)

**Contract Type:** Fixed-term

**Starting Salary:** CHF 72,251 net per annum (approximate)

**Duration:** One year with the possibility of extension subject to performance, continued need for the functions and availability of funds.

**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 Regional Desk Assistant in the Institute for Training and Technical Cooperation to assist in technical cooperation related work pursuant to the Doha Development Agenda.**

### **General Functions**

Working under the Head of the Regional Desk for Asia & Pacific and the Head of the Regional Desk for English-speaking Africa, and under the general supervision of the Administrative Assistant, the Regional Desk Assistant will assist in planning and organizing technical assistance (TA) activities in the two Regions, both at the regional and national level, in liaison with the other WTO divisions, Geneva-based delegates, capital-based officials and regional partners. More specifically, the incumbent will undertake the following responsibilities:

1. Maintain and update the Trade-Related Technical Assistance (TRTA) database; export data for monitoring and statistics purposes.
2. Provide a wide range of secretarial support, which may include handling and drafting of correspondence, e-mail management, screening and responding to telephone calls, creating and maintaining filing systems.
3. Under the supervision of the Heads of Desk, inform stakeholders on TRTA procedures, and assist in scheduling planned activities; assist in the preparation of e-Activity Requests and related documents (i.e. programme, letters of invitation, and letter of agreement with partner); initiate and process contracts for the hiring of external consultants/experts for the delivery of TA activities.

4. Assist in the preparation of documents/training manuals and publications, which may include formatting, editing, proof-reading; coordinate and monitor document reproduction in liaison with the Documents Production Unit; gather and arrange information for the preparation of country briefs and other TA-related papers; draft country briefs; and create presentation slides and charts where required.
5. Carry out administrative tasks as assigned by the Administrative Assistant; provide back-up support in the absence of the Administrative Assistant.
6. May train and mentor new secretarial staff.
7. Maintain skills up-to-date and remain abreast of new office procedures and software.

## **REQUIRED QUALIFICATIONS**

### **Education:**

In addition to completed secondary education, a secretarial qualification is required; a relevant post-secondary qualification is an asset.

### **Knowledge and Skills:**

Knowledge and understanding of the work of the WTO.

Advanced secretarial skills; office management and strong organizational skills; word processing skills and proficiency in MS suite of applications (or equivalent) at advanced level.

Ability to work under minimum supervision; ability to work under pressure and strict deadlines; multi-tasking skills; flexibility / adaptability in fast changing environment; tact and discretion.

The following interpersonal capabilities are required: capacity to perform different changing tasks; relate to and build relationships with colleagues; communicate information in a clear way and understand information; persuade others to a point of view using facts; face and cope with conflict situations with colleagues; and work as a member of a group, relating to others, while working independently to achieve his/her objectives.

### **Work Experience:**

Minimum 5 years' secretarial experience, preferably in an international organization or a government ministry environment.

### **Languages:**

Excellent speaking and writing skills in English and French; skills in Spanish would 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.**