



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/17-43

Issued On: 19 July 2017

Title: Economic Affairs Officer

Application Deadline (CET): 16 August 2017

Grade: 6

Division: Accessions

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 83,941 net per annum (approximate)

Other In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.

Conditions: 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 Economic Affairs Officer in the Accessions Division. This is an entry level professional position.

The Accessions Division works to facilitate the negotiations between WTO members and states and entities requesting accession to the WTO by encouraging their integration into the multilateral trading system through the effective liberalization of their trade regimes in goods and services; and to act as a focal point in widening the scope and geographical coverage of the WTO.

General Functions

Under the supervision of the Director of the Division, the incumbent will undertake the following responsibilities:

1. Function as Secretary/Co-Secretary of at least three accession Working Parties; responsibilities include assisting in the servicing of Working Party meetings; drafting Chairperson's Notes, Working Party Reports, agenda, summary reports; preparing Accession Packages (i.e. Working Party Reports and Schedules of Goods and Services).
2. Provide information to delegations and advise senior management on accession-related matters.
3. Assist in organizing and preparing accession-related technical assistance and capacity-building activities, including in close coordination with relevant Divisions.
4. Conduct research and analysis of economic and trade-related issues concerning accessions.
5. Participate in and contribute to other activities of the Division, as required.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree economics, international relations or another relevant field.

Knowledge and skills:

Strong drafting skills, which demonstrate the ability to analyse, communicate clearly, and pay close attention to the detail. Ability to research and organize background material; and, the ability to prepare and review briefs and reports on accession- and trade-related issues.

A good understanding of the requirements of WTO accession and the commitments involved in WTO Agreements is required. Good knowledge of WTO legal instruments and the Uruguay Round Multilateral and Plurilateral Trade Agreements is essential. Ability to work swiftly and accurately under the pressure of deadlines; ability to meet strict deadlines within a dynamic work environment. Time management and prioritization skills.

Ability to communicate complex abstract ideas to an audience of informed people and understand ideas when communicated by others.

Ability to make fact-based presentations to knowledgeable specialised audiences.

Ability to work independently as well as cooperate with others in a diverse international setting as a member of a team.

Political sensitivity and awareness; tact and diplomacy; the ability to initiate and build relationships with acceding governments, WTO members, and various types of stakeholders and partners; the ability to adhere rigorously to rules of conduct ensuring confidentiality, impartiality and an absence of conflicts of interest.

Work Experience:

A minimum of two years of professional experience in the area of trade, accessions or international relations in academia, Governmental Institutions and/or International Organisations.

Languages:

Excellent knowledge of English is required, including the ability to draft accurately, concisely and rapidly. A good knowledge of at least one of the other two WTO working languages (French and 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.

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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: 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

