



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/17-40

Issued On: 5 July 2017

Title: Legal Editor

Application Deadline (CET): 2 August 2017

Grade: 7

Division: Appellate Body Secretariat

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 89,939 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 Legal Editor in the Appellate Body Secretariat.

The Appellate Body Secretariat is responsible for delivering advice and assistance to the Appellate Body in connection with all aspects of appeals of panel reports. The Appellate Body Secretariat also often advises and supports arbitrators in proceedings to determine the reasonable period of time, and, occasionally, provides advice and/or information to the Director-General, other WTO Divisions, and WTO Members, as appropriate.

General Functions

Under the supervision of the Director of the Appellate Body Secretariat (ABS) or a senior dispute settlement lawyer, the incumbent will perform the following functions:

1. Working to tight deadlines, edit all Appellate Body (AB) reports, arbitration awards and other AB documents and publications for grammar and syntax, and to ensure that they conform to established Appellate Body (AB) and WTO editorial style standards. Liaise, coordinate, and communicate with Appellate Body Members and ABS personnel assigned to specific appeals on an ongoing basis to ensure editorial consistency in all documents produced throughout the appellate process.
2. Design and provide training for all matters relating to style and editing for existing ABS staff and, in particular, for all new recruits. Serve as a Divisional focal point for all such matters, by providing editorial advice and suggestions relating to drafting, and guidance to ensure the accuracy, completeness, and consistency of legal citations and the internal consistency of texts; supervise and review the preparation of tables of authorities and abbreviations, and annexes, for AB reports and other publications.
3. Maintain and continuously update the ABS Editorial Rules and Style Guide in line with current publishing practice and established WTO styles; maintain and regularly update tables of legal citations; represent the ABS on internal WTO committees dealing with editorial style and standards; keep abreast of relevant international developments and editing conventions.
4. Under the supervision of lawyers, compile relevant excerpts, edit, and prepare data and annexes for the Appellate Body Repertory of Reports and Awards, liaising with the WTO publications team and the external publisher as necessary.
5. Provide back-up registry and other support for appellate proceedings. In that capacity, contribute to preparing for and ensuring a

smooth transition from the current file management system to the Digital Dispute Settlement Registry, and provide back-up administrator support once the new Registry has been implemented.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary education. In addition, relevant post-secondary training, in particular as an editor (e.g. certificate and/or certification in editing) or paralegal (e.g. paralegal certificate and/or certification) or demonstrated relevant ability acquired through experience - preferably in a legal setting - is required. Training in document management would also be an asset.

Knowledge and skills:

Excellent editing and proofreading skills; attention to detail and accuracy; the ability to thoroughly verify information, references, quotations, and citations.

Ability to work to strict deadlines, and to prioritize and manage multiple tasks; the ability to work independently with little supervision, to exercise initiative and good judgement, to engage in ongoing review of relevant practices, tools and systems, and to continuously propose and implement improvements.

Strong interpersonal skills and the ability to plan, coordinate, and oversee work, and maintain good working relationships, with a wide range of individuals and teams. The ability to substantiate and explain editorial decisions or drafting suggestions with tact and sensitivity, and to provide clear and detailed guidance and training to all levels of staff on matters of style.

The ability to follow rules of conduct, ensure the protection of confidential information, and exercise tact and discretion in dealing, in particular, with Appellate Body Members and delegates.

Excellent written and oral communication skills in English; the ability to explain information, often of a detailed nature, clearly to a variety of audiences.

Knowledge of the WTO in general, and familiarity with the WTO dispute settlement mechanism and WTO covered agreements, Rules of Conduct, and Working Procedures for Appellate Review would be an asset.

Document management skills and a demonstrated ability to handle complex and voluminous files. Experience with the use of document management software and / or with electronic databases would be an asset.

Expertise in MS suite of applications, including proficiency in MS Excel, Word, PowerPoint and Outlook.

Work Experience:

At least ten years of relevant professional experience, including at least three years of substantial experience in proofreading and editing, in the private or public sector, or in an international organization. Experience in legal editing would be an advantage.

Languages:

Excellent knowledge of English (mother-tongue level proficiency) is essential, including the ability to communicate precisely and concisely orally and in writing. Good working knowledge of French and/or 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 18 months, and may subsequently be called upon as and when the need arises for additional resources.

OFFICE(17)/54

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