



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/F/17-21

Issued On: 30 March 2017

Title: Project Management Assistant

Application Deadline (CET): 26 April 2017

Grade: 4

Division: Languages, Documentation & Information Management

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 65,035 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 Project Management Assistant in the Graphic Design, Printing and Documents Distribution Section of the Languages, Documentation and Information Management Division.

General Functions

Under the supervision of the Chief of Section, the incumbent will be responsible for the reception and monitoring of project requests. Responsibilities include, but are not limited to:

1. Act as contact point for all project requests, including graphics and printing, from client divisions; negotiate and monitor delivery schedules.
2. Compile and maintain spreadsheets to produce statistics on production costs and prepare invoices as required.
3. Optimise management of publication stocks.
4. Prepare draft bids for simple acquisitions of goods or services.
5. Manage CD/DVD production and monitor stocks.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school. Specialized training in project management would be an asset.

Knowledge and skills:

General office skills, including advanced knowledge of Excel.

General knowledge corporate financial rules and regulations concerning procurement procedures.

Familiarity with Oracle and iProcurement or equivalent system.

Effective communication skills; ability to work under pressure and adhere to strict deadlines; ability to take initiative and cooperate

with other colleagues in a diverse international setting; ability to work independently yet be a team player.

Work Experience:

Three to four years' relevant experience is required.

Languages:

Good working knowledge of French and English. Knowledge of 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)/27

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