

WORLD TRADE ORGANIZATION

CALL FOR CANDIDATES

Entry-level Positions

1. The Secretariat of WTO is seeking qualified persons for inclusion in a roster of candidates who could be considered as and when specific vacancies arise for entry-level positions. Applications from men and women are equally welcome. Serving staff wishing to be considered are also invited to apply.
2. The positions in question are in the operational/substantive divisions¹ of the WTO; support function positions are **not** concerned.
3. If selected for consideration in relation to a specific vacancy, candidates will be invited to Geneva for interview and testing. Candidates should indicate any preferences they may have for particular areas of WTO's work.
4. The WTO secretariat is small (500 staff) and the number of vacancies accordingly limited. It is estimated that from five to ten entry-level vacancies will occur in the next 24 months in the divisions concerned.
5. Candidates who have previously been accepted onto the roster of candidates may express their continued interest provided they still meet the eligibility qualifications set out below, and should up-date their CVs.

QUALIFICATIONS:

6. In order to be eligible, a candidate should preferably not be over 32 years of age, and should have the following profile:
 - a) an advanced university degree in economics, law, international relations, or a related discipline, with a demonstrated specialization in international trade or international law (Candidates should list the contents of courses related to WTO's work.);
 - b) excellent knowledge of English, French or Spanish, preferably with knowledge of one or both of the others; and an ability to draft quickly and accurately;
 - c) operational familiarity with PC information systems and standard software packages;
 - d) ability to establish and maintain good working relations within a multi-cultural environment.

¹The divisions concerned are:

Accessions	Ministerial Sessions
Agriculture and Commodities	Rules
Council	Technical Cooperation
Development	Textiles
Economic Research and Analysis	Trade and Environment
External Relations	Trade and Finance
Intellectual Property	Trade in Services
Legal Affairs	Trade Policies Review
Market Access	Training

Preference will be given to candidates with some relevant working experience.

GENERAL DUTIES:

7. In general terms, duties include:

- a) assistance in collection, analysis, interpretation and organization of material of concern to the division;
- b) assistance in the servicing of meetings of WTO bodies, including preparation and follow-up of such meetings;
- c) preparation of reports, documents and communications of economic and/or legal nature, dealing with the work of the division;
- d) dealing with matters relating to the interpretation and operation of WTO articles and provisions, as well as WTO instruments and arrangements;
- e) background work for the provision of technical assistance to Members and acceding countries.

CONDITIONS OF SERVICE:

8. The starting annual salary is approximately Swiss francs 78.800, - net p.a. (grade 7)

There is a package of expatriate benefits for eligible staff, as well as social security coverage. Initial appointments are for two years.

APPLICATIONS:

9. All applications² will be acknowledged, although a delay in answering must be expected. Only applicants possessing the required qualifications will be taken into consideration.

An application form may be downloaded from the WTO website -www.wto.org -under "vacancies"- or requested from:

Personnel Division
WTO
Centre William Rappard
154, rue de Lausanne
1211 Geneva 21
Switzerland

Fax: + 41-22-739.57.72

Applications should be submitted by mail or fax only to the above address.

CLOSING DATE FOR

APPLICATIONS: 31 May 2000

²Only applications from nationals of WTO Members will be accepted.