

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 516

The Secretariat of the WTO is seeking to fill the position of Administrative Assistant in the Agriculture and Commodities Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

- TITLE AND GRADE:** Administrative Assistant - Grade 7¹
- STARTING SALARY:** Approximately Swiss francs 88,000 net p.a.
- OTHER CONDITIONS:** In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.
- A package of expatriate benefits is available to staff recruited internationally.
- TYPE OF APPOINTMENT:** Fixed-term for two years with possibility of extension.
- GENERAL FUNCTIONS:** Under the supervision of the Director the incumbent will act as Administrative Assistant to the Director with overall responsibility of the administrative management of the Agriculture and Commodities Division. Responsibilities will include the following:
- (a) to assist the Director with administrative matters related to the work in the Division, including the organization of the office of the Director, preparing budget estimates, monitoring the Division's budget and maintaining all administrative records and the Division's filing system;
 - (b) to perform the full range of secretarial duties for the Director;
 - (c) to supervise lower-level support staff by organizing the work and determining priorities, providing guidance, giving instructions, controlling work quality, arrange training, contributing to evaluation reports and help resolve performance-related problems;
 - (d) to advise and participate in recruitment of subordinate staff;
 - (e) to assist new staff and interns in familiarizing them with technical Secretariat facilities and procedures;
 - (f) to manage the implementation of, and develop or improve as necessary, office procedures based on the needs of the Division;

¹The position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

- (g) to monitor and help finalize travel arrangements for staff on official missions;
- (h) to convene meetings and provide support in the preparation for, servicing of and follow up of formal and informal meetings;
- (i) to receive telephone calls and visitors; to screen and schedule appointments; to maintain contact with other Divisions, delegations and the general public;
- (j) to deal with incoming and outgoing correspondence, including the drafting of standard correspondence;
- (k) to coordinate and monitor document reproduction; to ensure that all outgoing written material conforms to WTO format and presentation standards; and to provide editorial assistance to staff with reports and correspondence as required; and ensure quality of work distributed; and
- (l) to perform other duties as required.

**REQUIRED
QUALIFICATIONS:**

Completion of secondary school and secretarial or commercial school equivalent: specialized training or proven expertise in the secretarial/administrative field. At least fifteen years of relevant experience at increasing levels of responsibility. Demonstrated ability to work successfully in a large team of people, good team leadership skills, ability to work under minimum supervision and high level of discretion and diplomacy. Good knowledge in using standard WTO software applications (text processing, spreadsheet and data base applications) and the Internet. A good knowledge of WTO document systems would be an advantage.

LANGUAGES:

An excellent knowledge of English as well as of French or Spanish. A good knowledge of the third language would be an asset.

APPLICATIONS:²

Please use the online application form which may be downloaded from the WTO website – www.wto.org - under "vacancies". If you are unable to download the application form, please send an e-mail or fax to the Human Resources Section requesting the form. A completed form may also be submitted to the following address:

Director, Administration and General Services Division
(Human Resources Section)
WTO
Centre William Rappard
154, rue de Lausanne
1211 Geneva 21
Switzerland

Fax: + 41-22-739-57-72

E-mail: humanresources@wto.org

Fax:: +41-22-739 5772

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

Please do not send your application via multiple routes. It is not necessary to follow your application up with copies of qualifications, previous employment contracts, entire publications, etc.

Candidates must indicate clearly in section 15 of the application form the Vacancy Notice No. 516.

Applications will not be acknowledged. Only applicants possessing the required qualifications will be taken into consideration. Only the successful candidate will be notified of the outcome of the competition.

Candidates are kindly requested to refrain from enquiring about progress of their application.

CLOSING DATE OF THIS
VACANCY NOTICE:

13 May 2004

No applications will be considered after this date.