

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No.L15/02

The Secretariat of the WTO is seeking to fill a position of Training Officer in the Training Institute to assist in technical cooperation and capacity-building work pursuant to the Doha Development Agenda. This is a special contract position of limited duration and is subject to a fast-track recruitment procedure as defined below. Applications from men and women are equally welcome.

TITLE AND GRADE:	Training Officer – Grade 8 ¹
STARTING SALARY:	Approximately Swiss francs 97,300 net p.a.
OTHER CONDITIONS:	<p>In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations as applicable to fixed-term contracts for functions of limited duration.</p> <p>A package of expatriate benefits is available to staff recruited internationally.</p>
DATE OF ENTRY ON DUTY:	The successful candidate will be expected to take up his/her duties by the end of May 2002 at the latest.
TYPE OF APPOINTMENT:	Fixed-term for one year. The contract may be renewed subject to the fully satisfactory performance of the incumbent and the continuing availability of funds.
GENERAL FUNCTIONS:	<p>The WTO Training Institute is mandated to organize, develop and deliver a variety of training activities. These include: courses of various durations on issues related to the multilateral trading system, the WTO, trade and development etc.; training of trainers; distance-learning services; and relations with academic institutions in developing countries. Under the supervision of the Director and Senior Training Officers of the Training Institute, the incumbent will be required to:</p> <ul style="list-style-type: none">a) participate in the delivery of training through lecturing and tutoring course participants;b) help design and conduct revision sessions in response to specific enquiries by the participants of the courses;c) participate in the development of training activities performed by the Institute through research, reports and participation in task forces;d) participate in the elaboration of training tools and design and development of training materials with a view to the

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

establishment of a consolidated collection of presentations of the different WTO agreements and principles;

- e) assist in developing training evaluation tools and methods and monitoring the evaluation of the Institute's activities;
- f) assist other staff who have the main responsibility for the design or conduct of specific activities of the Institute;
- g) lead the participants in study tours and visits to other international organizations in Geneva;
- h) build excellent professional relations with the participants of the courses, including acting as liaison between them and other WTO divisions; and
- i) perform other tasks as required by the Director or the most senior training officers.

**REQUIRED
QUALIFICATIONS:**

In addition to a basic university degree preferably in law, economics or a related discipline, theoretical knowledge and/or proven professional expertise equivalent to an advanced university degree level in a discipline relevant to a specific operational area of the WTO. A minimum of five years' experience, of which at least two should include working with trade related issues at the national or international level, preferably including a good in-depth knowledge of the WTO multilateral trading system, its rules and its functioning and a clear understanding of the issues of interest and of the positions taken by developing countries in multilateral trade negotiations. Knowledge of computer software (Word, Excel, Database software) and presentation tools and techniques (e.g., PowerPoint presentations). Strong pedagogical skills and ability to write and speak effectively and to interact with the course participants as the position involves lecturing in several areas. Tact and diplomacy together with the ability to work in a team in an international and multi-cultural environment.

LANGUAGES:

As the Institute conducts all its activities in the three WTO official languages (English, French and Spanish), applicants should have an excellent knowledge of at least two of these languages, one of them being English, with proven drafting abilities (two out of three activities are conducted in English). A very good working knowledge of the third language is desirable.

APPLICATIONS:²

The WTO is employing a fast-track process to fill the above post. **The following special conditions therefore apply in this case and must be strictly observed.**

- a) **Only** applications submitted on the WTO application form available from the WTO website (www.wto.org/vacancies) will be accepted.
- b) Candidates **must** indicate clearly in section 15 of the application form the vacancy notice for which they are applying.

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

- c) If a candidate is applying for more than one vacancy in this series, a separate application form **must** be used for each vacancy.
- d) Candidates are kindly requested to refrain from enquiring about progress of their application.
- e) Completed forms should be submitted to the following address:

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

e-mail: recruitment@wto.org

Important: please take care to specify L15/02 in the subject box.

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

CLOSING DATE OF THIS
VACANCY NOTICE:

19 April 2002