

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. 469

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

- TITLE AND GRADE:** Secretary – Grade 4<sup>1</sup>
- STARTING SALARY:** Approximately Swiss francs 62,100 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 Division's Administrative Assistant, the incumbent will perform the following specific duties:
- (a) assisting in the preparation, conduct and follow up of informal and formal meetings of the Committee on Agriculture and the SPS Committee;
  - (b) technical support for the preparation of Secretariat papers in the framework of the negotiations on agriculture (Special Sessions of the Committee on Agriculture);
  - (c) processing of notifications under the Agreement on Agriculture in the three official languages upon reception from the CRN; preparing the final form of the notifications for approval by professionals, translation and circulation; entering details of notifications in the divisional data base;
  - (d) assisting Panel Secretaries in Panel work, including convening and servicing of meetings, technical finalization of Panel reports, maintaining records for reference by the Appellate Body;
  - (e) typing, dispatch and proof-reading of notes, papers and reports and other internal or official documents; preparation, dispatch and filing of correspondence; preparation of background material and overheads for professionals going on technical assistance or other missions;
  - (f) other assignments, as required.

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

**REQUIRED  
QUALIFICATIONS:**

- (a) Completed secondary education, supplemented by secretarial training;
- (b) four years of relevant experience;
- (c) knowledge of WTO administrative and secretarial processes;
- (d) operational familiarity with PC information systems and standard software packages used in WTO;
- (e) ability to cooperate with other colleagues in a diverse international setting.

**LANGUAGES:**

Excellent knowledge of English. Fluency in French or Spanish.

**APPLICATIONS<sup>2</sup>:**

Please use the online application form which may be downloaded from the WTO website – [www.wto.org](http://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

E-mail: [humanresources@wto.org](mailto:humanresources@wto.org) Fax:: +41-22-739 5772

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. 469.

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 FOR THIS  
VACANCY NOTICE:**

**10 July 2002**

No applications will be considered after this date.

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<sup>2</sup> Only applications from nationals of WTO Members will be accepted.