

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No.L03/04

The Secretariat of the WTO is seeking to fill a position of the Logistics Officer in the Logistics Unit, Administration and General Services Division 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:** Logistics Officer – Grade 7¹
- STARTING SALARY:** Approximately Swiss francs 88,040 p.a.
- OTHER CONDITIONS:** 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.
- A package of expatriate benefits is available to staff recruited internationally.
- DATE OF ENTRY ON DUTY:** The successful candidate will be expected to take up his/her duties on short notice.
- 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:** Under the supervision of the Head of Unit, the incumbent will be responsible for providing logistical support to the Secretariat's programme of technical and capacity building work pursuant to the Doha Development Agenda.
- In particular, the incumbent will be responsible for the following duties:
- (a) maintaining technical assistance regional files; preparing budget estimate tables; preparing invitations on specific regional activities and ensuring the appropriate follow-up;
 - (b) coordinating travel arrangements for Country Officials, Consultants and/or Lecturers attending technical assistance activities; advising on air-ticket reimbursements and invoice payments; coordinating logistical arrangements;
 - (c) providing advice and information on technical cooperation regional activities as well as on administrative and logistical matters; briefing Member and Observer Country Officials designated as focal-point activity coordinators on such matters;

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

- (d) attending WTO internal meetings with staff responsible for technical assistance activities; assisting in the preparation, submission and follow-up of regional assistance request forms, as well as providing information on work in progress.
- (e) participating in the handling of all administrative, financial and logistical arrangements for TA activities locally.

**REQUIRED
QUALIFICATIONS:**

A university degree in public administration or another related area. Up to five years' experience, at the national or international level, in technical cooperation and technical assistance, in particular with Developing and Least-Developed Countries. Candidates should have experience in administering technical assistance activities, A good knowledge of Developing Countries, Least-Developed Countries and Economies in transition which benefit from the WTO technical cooperation and assistance would be an asset. Proven experience in using databases and Microsoft Office software is also required. Candidates must have a highly flexible working schedule including weekend availability.

LANGUAGES:

Candidates must have excellent oral and good written skills in English and French as well as a good knowledge of Spanish..

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. 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
CH-1211 Geneva 21
Switzerland

E-mail: humanresources@wto.org
Fax: +41-22-739 5772

- b) Candidates must indicate clearly in section 15 of the application form the Vacancy Notice No.L03/04.
- c) 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

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

- d) 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.
- e) Candidates are kindly requested to refrain from enquiring about progress of their application.

CLOSING DATE OF THIS
VACANCY NOTICE:

10 August 2004

No applications will be considered after this date