

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No.L02/04

The Secretariat of the WTO is seeking to fill a position of Economic Affairs Officer in the Development 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:	Economic Affairs Officer – Grade 8 ¹
STARTING SALARY:	Approximately Swiss francs 105,000 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 2004 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>Under the general direction of the Director of the Division and under the direct supervision of the Head of the LDC Unit, the incumbent's duties will include the following:</p> <ul style="list-style-type: none">(a) to advise delegates from LDC Members in activities related to their participation in the multilateral trading system;(b) to monitor the overall implementation of the WTO Work Programme for LDCs;(c) to act as Secretary of the Sub-Committee on LDCs;(d) to assist in the organization of Geneva Weeks for Non-Residents;(e) to provide assistance to the meetings of the WTO LDCs Consultative Group;(f) to participate in WTO Training/Technical Assistance and in meetings related to the areas of interest for the LDCs;(g) to provide assistance, where necessary, to the operation of the Integrated Framework for LDCs and to the IF Secretariat;(h) to perform any other tasks that may be required by the Division.

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

**REQUIRED
QUALIFICATIONS:**

Applicants must have an advanced university degree in law, economics or a related discipline and at least five years of relevant professional experience. They should have good knowledge of WTO legal instruments and agreements and a thorough understanding of issues of particular importance to the LDCs. Applicants should have proven writing skills and be able to work under pressure of deadlines.

LANGUAGES:

Excellent knowledge of English, with a good working knowledge of French. Knowledge of Spanish would be an asset.

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.L02/04.
- 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
- 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:**

7 April 2004

No applications will be considered after this date

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