

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. 515

The Secretariat of the WTO is seeking to fill the position of Budget Officer in the Budget and Control Section, Administration and General Services Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

<b>TITLE AND GRADE:</b>	Budget Officer – Grade 8 <sup>1</sup>
<b>STARTING SALARY:</b>	Approximately Swiss 105,000 net p.a.
<b>OTHER CONDITIONS:</b>	<p>In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.</p> <p>A package of expatriate benefits is available to staff recruited internationally</p>
<b>TYPE OF APPOINTMENT:</b>	Fixed-term contract for two years, with possibility of extension.
<b>GENERAL FUNCTIONS:</b>	<p>Under the supervision of senior staff, the incumbent will perform the following tasks:</p> <ul style="list-style-type: none"><li>a) develop computer applications for establishing and monitoring organization-wide annual/biennial budgets;</li><li>b) prepare/monitor and report on divisional budget allocations;</li><li>c) reconcile and analyse expenditure levels to budgets on a periodic basis and report variances;</li><li>d) assist in the closure of accounts;</li><li>e) establish, monitor and report periodically on WTO Member/Observer contributions and Members' assessments to the Working Capital Fund;</li><li>f) co-ordinate meetings of the Committee on Budget, Finance and Administration; draft reports and prepare ad hoc documents to assist the Committee in its deliberations;</li><li>g) provide comprehensive information to Members/Observers/International Organizations and Management on assessed contributions;</li><li>h) identify and monitor organizational workload indicators;</li><li>i) undertake other assignments as identified by Chief of Section.</li></ul>
<b>REQUIRED QUALIFICATIONS:</b>	University degree in accounting, business management, public administration, or equivalent specializations and at least 5 years practical experience in a relevant field. The incumbent needs to have high level of facility in (i) computer programs for managing organizational and divisional budgets (e.g. Oracle or similar program), (ii) advanced spreadsheet applications, and word

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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.

processing. The successful candidate must be a dynamic and polyvalent individual who can perform normal budgetary and administrative functions such as establishing allocations, recording commitments and payments, and preparing relevant reports. The successful candidate will also have to demonstrate effective drafting skills.

LANGUAGES

Complete fluency in English with a demonstrated ability to draft accurately, clearly, concisely and quickly. Excellent knowledge of French (written and oral). Knowledge of Spanish would be an asset.

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. 515.

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:

**11 May 2004**

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.