

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 487

The Secretariat of the WTO is seeking to fill a position of Economic Affairs Officer in the Market Access Division to work in the area of tariffs and non-tariff measures. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

- TITLE AND GRADE:** Economic Affairs Officer – Grade 7
- STARTING SALARY:** Approximately Swiss francs 84,300 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 contract for two years, with possibility of extension.
- GENERAL FUNCTIONS:** Under the supervision of the Director of the Market Access Division and senior staff of the Division, the incumbent will work to develop expertise on the tariff and non-tariff measures work agenda in the WTO multilateral trading system. The incumbent's duties will include the following :
- (a) providing support for the Negotiating Group on Market Access, the Committee on Market Access and the Committee of Participants on the Expansion of Trade in Information Technology Products, as expertise develops;
 - (b) preparing papers and other relevant documentation, such as briefing notes and minutes, conducting research on market-access-related issues;
 - (c) providing advice and information on WTO market access issues to delegations, colleagues, senior management and other intergovernmental organizations; responding to ad hoc requests from both within and outside the Secretariat for advice and assistance on these matters;
 - (d) participating in and developing the delivery of training materials for technical assistance and training missions; participating in seminars, symposia and workshops both inside and outside the Organization;
 - (e) maintaining and developing relations with the public by responding to requests for information; maintaining relevant information on market access issues for the website;

- (f) performing other tasks that may be assigned by the Director of the Market Access Division.

**REQUIRED
QUALIFICATIONS:**

An advanced university degree in economics, law or a related field. Up to five years of professional work experience. Knowledge of basic WTO trade principles and policies. Ability to take the initiative and learn and develop on the job. Proven computer skills, especially in the use and manipulation of databases. Demonstrated ability to make presentations. Ability to work independently and to cooperate with others in a diverse international setting. Knowledge of WTO market access agreements and issues e.g., tariffs, tariff classification and non-tariff measures, would be an advantage.

LANGUAGES:

Excellent English, including a demonstrated ability to write accurately, concisely and quickly. Knowledge of French or Spanish would be an asset.

APPLICATIONS:¹

Please use the online application form which may be downloaded from the WTO website – 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

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. 487.

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:**

6 June 2003

No applications will be considered after this date.

¹ Only applications from nationals of WTO Members will be accepted.