

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. 498

The Secretariat of WTO is seeking to fill the position of Chief, Finance and Accounts Section in the 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.

- TITLE AND GRADE:** Chief – Grade 10<sup>1</sup>
- STARTING SALARY:** Approximately Swiss francs 142,400 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 general direction of the Director of the Division, the incumbent is responsible for the overall planning and supervision of the financial and accounting operations of the Organization. In particular, the incumbent is responsible for:
- (a) managing the staff of the Finance and Accounts Section;
  - (b) supervising the provision of financial and accounting services, including the processing of the payroll, and the maintenance of the related documents and records;
  - (c) developing and implementing sound financial procedures and practices;
  - (d) developing and maintaining computerized financial management systems with a view to optimizing the management information available from such systems;
  - (e) providing authoritative advice to senior management and Members in respect of financial and accounting operations;
  - (f) liaising with and responding to the external auditors on financial procedures and practices;
  - (g) preparing documents for the Committee on Budget, Finance and Administration and other bodies;

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

(h) representing the WTO at external meetings dealing with financial and accounting matters.

**REQUIRED  
QUALIFICATIONS:**

A basic university degree or recognized professional qualification in finance or accountancy together with theoretical knowledge equivalent to that obtained at advanced university degree level in finance or accountancy. A minimum of ten years' progressively responsible and varied financial management experience, including a thorough understanding of accounting principles and practices and demonstrated proficiency in the implementation and maintenance of computerized accounting systems. A demonstrated ability to plan, organize and direct financial and accounting services, including strong management and communication skills.

**LANGUAGES:**

An excellent knowledge of English and French. Proficiency in Spanish would be a distinct advantage.

**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. 498.

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:**

**16 September 2003**

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.