

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 499

The Secretariat of the WTO is seeking to fill the post of Chief, Infrastructure 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, Infrastructure Section – Grade 10¹
- 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 contract for two years with possibility of extension.
- GENERAL FUNCTIONS:** Under the supervision of the Director of the Division the incumbent will carry out the following tasks:
- (a) Managing and advising on all matters related to the WTO infrastructure, including: inspecting the state of the facilities, analysing and determining needs for improvements or modifications, planning and coordinating architectural and engineering works for structural alterations or technical installations in order to meet the changing needs and safety/security requirements of the Organization, revising technical documents and plans to ensure cost-effective and technically feasible solutions, planning and ensuring the effective utilization of office space as well as of conference and meeting rooms, managing concessions (restaurant etc.) as well as the outsourcing of activities and services.
 - (b) Planning and coordinating the architectural and engineering works of the new WTO building, including determining needs in liaison with senior management, analyzing plans and technical specifications, recommending cost-effective, technically feasible and durable solutions and maintaining close contact with the architect and contractors in order to ensure compliance with specifications.
 - (c) Managing the day-to-day operations of the Infrastructure Section, including the supervision of the Mailing Unit, Messengers Unit,

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

Procurement, Transportation and Insurance Unit, Telecommunications Unit, Transport Unit and Technical Services and Building Unit, ensuring that infrastructure needs of staff, delegates and visitors are met in a cost-efficient, professional and service-oriented manner. Planning and coordinating purchases of stationery, office supplies and technical equipment.

- (d) Analysing and recommending changes to current policies and procedures related to the management of the WTO infrastructure and related services and activities.
- (e) Maintaining contact with officials of the Canton of Geneva, specialized companies, suppliers, other international organizations, missions and consultants regarding all matters related to the WTO building and annexes as well as representing WTO in conferences or meetings.

**REQUIRED
QUALIFICATIONS:**

Applicants must have an advanced university degree in engineering, architecture, business or public administration or a related discipline and a minimum of ten years of relevant professional experience at the managerial level. They should have an in-depth knowledge of policies, principles and procedures related to the management of the infrastructure and related services in a medium-sized or larger organization as well as a specialized knowledge in the area of architecture and engineering. Demonstrated ability to manage and lead a team of professional and support staff in a diverse international setting.

LANGUAGES:

Excellent knowledge of English and French. Knowledge of Spanish would be an asset.

APPLICATIONS:²

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
CH-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.

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

Candidates **must** indicate clearly in section 15 of the application form the Vacancy Notice No. 499.

Applications will **not** be acknowledged. Only applicants possessing the required qualifications will be taken into consideration. Only the successful candidates 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:

30 September 2003

No applications will be considered after this date.