

# WORLD TRADE ORGANIZATION

OFFICE(99)48

15 March 1999

## WTO

### Geneva

#### Vacancy Notice No. 390

The Secretariat of WTO is seeking to fill a post of Counsellor in the External Relations Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

TITLE AND LEVEL:	Counsellor – Grade 9 <sup>1</sup>
STARTING SALARY:	Approximately Swiss francs 111,000.-- net p.a.
OTHER CONDITIONS:	In accordance with WTO Staff and Pension Plan Regulations. A package of expatriate benefits is available to staff recruited non-locally.
TYPE OF APPOINTMENT:	Fixed-term for two years, with possibility of extension.
GENERAL FUNCTIONS:	<p>Under the general supervision of the Director of the Division, the incumbent will carry out tasks assigned to the External Relations Division and in particular, as the focal point for relations with the Non-Governmental Organizations (business, trade unions, environment, development, farmers, consumers).</p> <p>The relations with the NGOs as referred to in Article V:2 of the WTO have taken on a new dimension ever since Members decided on the Guidelines for consultation and co-operation with NGOs concerned with matters related to those of WTO and the initiatives taken by the Director-General to enhance transparency and improve the dialogue with the civil society. In that respect, the incumbent will have to maintain contacts with and supply information to the NGOs, organize and participate in their visits to the Secretariat and prepare for their registration and attendance at WTO Ministerial conferences as well as other events.</p> <p>In addition to this responsibility the incumbent will have to be able, whenever necessary, to participate in carrying out the other tasks assigned to the Division, <i>inter alia</i>: coordination of attendance at meetings of other organizations, liaison with UN system organizations; liaison with ITC; liaison with OECD; protocol matters, including the preparation of the WTO Directory.</p>
REQUIRED QUALIFICATIONS:	Very good knowledge of WTO and the trading system. Ability to develop contacts with NGOs. A university degree, preferably an advanced degree, in economics, law, international relations or a related discipline. At least eight years of relevant experience. Ability to write clearly, concisely and speedily in English; to establish and maintain good working relations with colleagues and government officials of different nationalities.

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

LANGUAGES: Excellent knowledge of English, including an ability to write accurately, precisely and quickly. Good working knowledge of French and Spanish.

APPLICATIONS:<sup>2</sup> An application form may be downloaded from the WTO website - [www.wto.org](http://www.wto.org) - or requested from:

Personnel Division  
WTO  
Centre William Rappard  
154, rue de Lausanne  
1211 Geneva 21  
Switzerland

Fax: + 41-22-739.57.72

Completed forms should be returned to the above-mentioned address.

CLOSING DATE OF THIS  
VACANCY NOTICE:

**26 April 1999**

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<sup>2</sup>Only applications from nationals of WTO Members will be accepted.