

WORLD TRADE ORGANIZATION

OFFICE(96)36
6 May 1996

WTO

Geneva

Vacancy Notice No. 362

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

CATEGORY AND LEVEL: Professional - P.2

BASE SALARY: P.2 range: with dependants - US\$33,990.-- to US\$43,787.-- net p.a.
without dependants - US\$31,914.-- to US\$40,830.-- net p.a.

POST ADJUSTMENT:¹ P.2 range: with dependants - US\$35,350.-- to US\$45,538.-- net p.a.
without dependants - US\$33,191.-- to US\$42,463.-- net p.a.

Allowances according to Staff Rules. Net salary and other emoluments are exempt from income tax and paid in Swiss francs.

TYPE OF APPOINTMENT: Fixed-term for two years.

GENERAL FUNCTIONS: The incumbent, under the supervision of the Chief, Budget and Control Section, will be entrusted with the following:

- a) coordinating arrangements for meetings of the Committee on Budget, Finance and Administration;
- b) drafting of documents for the Committee and for other purposes;
- c) drafting of reports on meetings;
- d) coordinating work relating to contributions assessed on WTO Members (establishing scale, recording, monitoring, reporting), including implementation of various schemes and administrative measures;

¹ This allowance is adjustable according to the movements in the cost of living and to changes in the official United Nations rate of exchange between the US dollar and the Swiss franc. The figures mentioned above, which should be added to the base salary figures, correspond to the exchange rate for April 1996

- e) coordinating work related to assessments on WTO Observers;
- f) assisting with the analysis and/or evaluation of any other tasks which may be assigned by the Chief of Section.

**DESIRABLE
QUALIFICATIONS.**

University degree or equivalent professional qualification in accounting, business or public administration or economics; several years' experience in international organizations and/or commercial companies or banks; ability to draft reports/documents accurately and quickly; facility in use of computers, especially with regard to spreadsheets (Lotus) and word processing (Wordperfect).

LANGUAGES:

Perfect command of English or French with excellent knowledge of the other; knowledge of Spanish would be an asset.

APPLICATIONS:²

A formal application should be submitted to:

Director, Personnel Division
WTO
Centre William Rappard
Rue de Lausanne, 154
CH-1211 Geneva 21
Switzerland

Fax No. (4122) 739 57 72

**CLOSING DATE OF THIS
VACANCY NOTICE:**

17 June 1996

²Only applications from nationals of W.T.O. member states or former GATT Contracting Parties will be accepted.