

**WORLD TRADE ORGANIZATION**WTOGenevaVacancy Notice No.L 04/04

The Secretariat of the WTO is seeking to fill a position of Economic Affairs Officer in the Development Division to assist in technical co-operation and capacity-building work pursuant to the Doha Development Agenda. This is a special contract position of limited duration and is subject to a fast-track recruitment procedure as defined below. Applications from men and women are equally welcome.

- TITLE AND GRADE:** Economic Affairs Officer – Grade 7
- STARTING SALARY:** Approximately Swiss francs 88,040 p.a.
- OTHER CONDITIONS:** In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations as applicable to the fixed-term contracts for functions of limited duration.  
A package of expatriate benefits is available to staff recruited internationally.
- DATE OF ENTRY ON DUTY:** The successful candidate will be expected to take up his/her duties on short notice.
- TYPE OF APPOINTMENT:** Fixed-term for one year. The contract may be renewed subject to the fully satisfactory performance of the incumbent and the continuing availability of funds.
- GENERAL FUNCTIONS:** Under the general direction of the Director and the supervision of senior staff of the Division, the incumbent will assist with the work of the various bodies under the Division's responsibility. Specific duties will include:
- (a) assisting the Secretary of the Committee on Trade and Development in Regular Session;
  - (b) assisting with work related to the Special Session and Dedicated Session of the Committee on Trade and Development and the Working Group on Trade and Transfer of Technology. The work will include drafting Chairman's notes, agendas, summaries of the meetings as well as preparing all other documents related to the work of these bodies;
  - (c) assisting in preparing briefs, reports and other inputs for senior management and delegates on trade and development;
  - (d) preparing Secretariat background notes related to the work of the above-mentioned bodies;
  - (e) undertaking technical assistance missions to developing countries and lecturing during trade-policy courses for developing country trade officials on trade and development-related matters;
  - (f) performing any other tasks that may be required by the Division.

**REQUIRED  
QUALIFICATIONS:**

An advanced university degree in law, economics, international relations or a related field with at least 2-3 years of relevant work experience.

Good knowledge of the multilateral trading system, especially of issues related to special and differential treatment, the Doha Work Programme on small economies and work related to trade and transfer of technology. Experience of work with or in developing countries is essential.

**LANGUAGES:**

Excellent knowledge of English; knowledge of French would be an asset.

**APPLICATIONS:**<sup>1</sup>

The WTO is employing a fast-track process to fill the above post. **The following special conditions therefore apply in this case and must be strictly observed.**

- a) Only applications submitted on the WTO application form available from the WTO website ([www.wto.org/vacancies](http://www.wto.org/vacancies)) will be accepted. 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](mailto:humanresources@wto.org)

Fax: +41-22-739.57.72

- b) Candidates must indicate clearly in section 15 of the application form the Vacancy Notice No.L04/04.
- c) 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
- d) 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.
- e) Candidates are kindly requested to refrain from enquiring about progress of their application.

**CLOSING DATE OF THIS  
VACANCY NOTICE:**

**24 August 2004**

No applications will be considered after this date.

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<sup>1</sup>Only applications from nationals of WTO Members will be accepted.  
L09/02