

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 488

The Secretariat of the WTO is seeking to fill a position of Secretary in the Economic Research and Statistics Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

TITLE AND GRADE:	Secretary – Grade 4 ¹ 80%
STARTING SALARY:	Approximately Swiss francs 64,200 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 contract for two years, with possibility of extension.
GENERAL FUNCTIONS:	Under the supervision of the Division's Administrative Assistant, the incumbent will be assigned the following duties: <ul style="list-style-type: none">(a) To draft correspondence and correct written material prepared by other staff for format, spelling and grammar;(b) to copy-type in two languages from handwritten notes or corrected drafts, documents and general correspondence, including tables, charts, detailed tabulations and tables of contents;(c) to deal with incoming and outgoing correspondence and information and to ensure proper distribution, to carry out filing and other such clerical and secretarial duties as are assigned;(d) to assist (and when absent to replace) the Administrative Assistant in coordinating the work of the Division;(e) to assist in the general work of the Division as required.
REQUIRED QUALIFICATIONS:	Completed secondary education, supplemented by secretarial training; three to four years of relevant experience; knowledge of WTO administrative and secretarial processes would be an advantage; operational familiarity with PC information systems and standard software packages used in WTO; ability to cooperate with other colleagues in a diverse international setting.

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

LANGUAGES:

Excellent knowledge of French or English, with proficiency in the second language; knowledge of Spanish would be an asset.

APPLICATIONS²:

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
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.

Candidates **must** indicate clearly in section 15 of the application form the Vacancy Notice No. 488.

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 FOR THIS
VACANCY NOTICE:

17 June 2003

No applications will be considered after this date.

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