



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

Vacancy Notice No.: EXT/F/18-70	Issued on: 7 December 2018
Title: Administrative Assistant	Application Deadline (CET): 20 January 2019
Grade: 6S	Division: Administration and General Services Division
Contract Type: Fixed-term	(271)
Starting Salary: CHF 77,389 net per annum (approximate)	Duration: Two years with the possibility of extension

Other Conditions: In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.
The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant, and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy, and home leave. Additional information on the compensation package is provided on the WTO website:
http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill a position of Administrative Assistant in the Administration and General Services Division.

General Functions

Under the general supervision of the Director of the Division, the incumbent will undertake the following functions:

1. Ensure the provision of overall office management and administrative responsibilities for the Division: manage the day-to-day running of the Director's office; receive and screen telephone calls and visitors; prioritize and schedule appointments; and assist in maintaining contact with divisional stakeholders; provide administrative support and guidance to Divisional staff on the use of administrative procedures (e.g. official travel, leave, etc.); maintain staff records (e.g. leave records, mission dates, etc.); assist with planning for and addressing staffing issues in consultation with supervisors and HR Officers; follow up on and coordinate as required the practical and logistical aspects of activities concerning the Division (e.g. divisional staff meetings, weekly divisional management meetings, individual and collective training activities, etc.)
2. Develop and implement office management procedures for the Division, and guide and mentor colleagues as appropriate in their use, to ensure the efficient and effective running of the Division. Oversee the management of the divisional information and documentation flow, which includes managing, filing, and helping to collect, compile and disseminate records, correspondence, and documents, both electronically and in hard copy; continuously improve and create, as necessary, filing systems both electronically and in hard copy. Maintain structured shared drives for the division.

3. Organize and provide support to official meetings and be responsible for the coordination, compilation and dissemination of meeting documents; draft, format and edit various official meeting documents (e.g. minutes, meeting agenda, airgram, invitations); maintain contact with delegations with respect to official meetings.
4. Draft documents, memos and various correspondence on behalf of the Director.
5. Administer and monitor the allocated divisional budget, assist the Director in budget planning and administration, and track and report on financial commitments. Monitor and prepare periodical reports on activity-based outputs.
6. Maintain skills up-to-date and remain abreast of new office procedures and software.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education. Secretarial/office management qualifications would be an asset.

Knowledge and Skills:

Technical Knowledge and Skills:

Experience in office management; good understanding of electronic file management and of establishing and maintaining electronic drives.

Good secretarial and word processing skills. Good skills in the use of Word, Excel and PowerPoint.

Experience and familiarity with supporting the work of a Committee or working group preferably in an international organization, would be an asset.

Experience in applying administrative procedures, including staff rules and regulations and policies, preferably in an international organization.

Behavioural Skills:

Good organization skills and attention to detail, including demonstrated ability to prioritize, work under pressure and to meet deadlines.

Tact and discretion.

The following interpersonal capabilities are required: relate to and build relationships with colleagues; capable of working in a diplomatic environment and interact with delegates and subject matter experts; communicate information in a clear way and understand information; and work as a member of a team, while being capable of fulfilling tasks independently to achieve his/her objectives.

Work Experience:

At least eight years of administrative and secretarial experience, of which preferably five with international organizations.

Languages:

Excellent skills in English, both spoken and in writing including the ability to draft correspondence and documentation in English ((at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)), and a good knowledge of either French or Spanish (minimum B1 level according to the CEFR).

Shortlisted candidates will be asked to provide proof of their language skills under a recognized framework (e.g. CEFR, IELTS, etc.) unless the language in question is their mother tongue. The language skills of shortlisted candidates who are unable to provide proof of their language proficiency will be assessed as part of the selection process.

Additional Information:

Only applications from nationals of WTO Members will be accepted.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 12 months, and may subsequently be called upon as and when the need arises for additional resources.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: <https://erecruitment.wto.org>.
The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date – Central European Time (CET) – stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE ACCEPTED

The WTO is a non-smoking environment.