



WORLD TRADE ORGANIZATION  
 ORGANISATION MONDIALE DU COMMERCE  
 ORGANIZACIÓN MUNDIAL DEL COMERCIO

The recruitment policy of the WTO shall be to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity.

The fullest regard shall be given to the merit, qualifications and experience.

The WTO is an Equal Opportunities Employer.

<b>Vacancy Notice No.:</b>	EXT/L/09-17	<b>Issued on:</b>	1 July 2009
<b>Title:</b>	Coordinator	<b>Application deadline:</b>	29 July 2009
<b>Grade:</b>	8	<b>Division:</b>	Enhanced Integrated Framework (EIF) Executive Secretariat (LT05)
<b>Contract type:</b>	Fixed-term		
<b>Starting Salary:</b>	CHF 118,602 net per annum (approximate)	<b>Duration:</b>	One year. The contract may be renewed subject to the fully satisfactory performance of the incumbent and the continued availability of funds.

**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 vacation. 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](http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf).

**The Secretariat of the WTO is seeking to fill the position of Coordinator in the Enhanced Integrated Framework (EIF) Executive Secretariat, administratively housed in the WTO. Serving staff members interested in the position are also invited to apply.**

### General Functions

Under the direction and supervision of the Executive Director of the EIF Executive Secretariat, the incumbent's duties will focus on providing guidance and support in all EIF-related actions in Least Developed Countries (LDCs) during every stage of the EIF process, from the first application to join the EIF-process through to the full implementation of the Diagnostic Trade Integration Study (DTIS) and the Action Matrix; foster greater communication among donors, LDCs and agencies as well as the private sector to ensure a coordinated delivery of assistance related to the needs expressed in the DTIS Action Matrix of each LDC.

Specific responsibilities include the following:

1. Respond to individual requests of LDCs for assistance in the EIF process, including by troubleshooting and solving problems.
2. Assist LDCs in identifying and selecting appropriate entities to undertake pre-DTIS and DTIS roles.
3. Assist LDCs in the post-DTIS phase, for example, in mainstreaming of trade and in identification of suitable expertise to formulate projects addressing DTIS, DTIS update and Action Matrix priorities.
4. Assist LDCs (with the relevant EIF Agencies/donors) in the establishment of national institutional arrangements (Focal Point, National Implementation Unit, National Steering Committee, Donor Facilitator) and provide them with the necessary training on EIF process.
5. Liaise with the EIF agencies/LDCs/donor community and with the private sector on pre-DTIS activities and on post-DTIS follow up and resource mobilization.
6. Assist countries in following the required EIF procedures to gain access to Tier 1 and 2 funding.
7. Provide general information on the EIF process and on all EIF-related activities by country and assist with on the ground advocacy of the objectives of the EIF.
8. Ensure quantitative and qualitative monitoring of progress of implementation for each EIF LDC at the project and country programme level.
9. Assist in undertaking communication, publicity/outreach activities, in general for the whole of the EIF, and on a country by country, or regional basis.
10. Undertake EIF-related missions to LDCs or elsewhere as required.
11. Perform any other tasks that may be assigned as part of the work of the EIF Executive Secretariat.

## **REQUIRED QUALIFICATIONS**

### **Education:**

In addition to a basic university degree in economics, international trade law or related fields with a development component, applicants must have theoretical knowledge and/or proven professional expertise in development issues with a particular bias towards Aid for Trade, equivalent to an advanced degree.

### **Work Experience:**

A minimum of five years' relevant experience is required. More specifically, experience in the field of project cycle management including formulation, appraisal, monitoring and evaluation is required. Equally required are good communication skills. Experience with defining and/or implementing poverty reduction strategies is a desired qualification. The incumbent must be able to work under pressure in a team environment and have excellent drafting skills.

**Languages:**

Excellent knowledge of oral and written French and a very good working language capacity of English are required.

**Additional Information:**

The position may be offered at a lower grade if the selected candidate does not fully meet the required qualifications.

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APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

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All applicants are encouraged to apply as soon as possible after the vacancy has been posted and well before the closing date stated in the vacancy announcement.

Please [click here](#) for the application form.

If you are unable to download the application form, please send an e-mail or fax to the Human Resources Division requesting the form.

A completed form may also be submitted to the following address:

Director, Human Resources Division  
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 5772

Please do not send applications via multiple routes, It is not necessary to follow your application up with copies of qualifications, previous employment contract, online publications, etc.

Candidates must indicate clearly in Section 15 of the application form the Vacancy Notice No. **EXT/L/09-17**

Applications will not be acknowledged.

Only applicants possessing the required qualifications will be taken into consideration.  
Only successful candidates will be notified of the outcome of the competition.

Candidates are kindly requested to refrain from enquiring about the progress of their application.

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

**The WTO is a non-smoking environment.**