

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. L02/08

The Secretariat of the WTO is seeking to fill a position of Training Officer in the Institute for Training and Technical Cooperation to assist in technical co-operation related work pursuant to the Doha Development Agenda. This is a special contract position of limited duration. Serving staff members interested in this position are also invited to apply. The WTO is an Equal Opportunities Employer.

**TITLE AND GRADE:** Training Officer, Grade 7<sup>1</sup>

**STARTING SALARY:** Approximately Swiss francs 93,303 net p.a.

**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](#).

**TYPE OF APPOINTMENT:** One year fixed-term contract. The contract may be renewed subject to the fully satisfactory performance of the incumbent and the **continued availability of funds**.

**GENERAL FUNCTIONS:** Under the supervision of the head of the Unit, the incumbent will undertake the following duties regarding technical assistance support to 27 Francophone African countries:

- (a) to assist in the planning, preparation and implementation of training and technical assistance activities in the Francophone African countries at the national and regional level;
- (b) to assist in the coordination and participate in technical assistance-related activities with the l'Organisation Internationale de la Francophonie and regional partner organizations such as the l'Union Economique et Monétaire

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

Ouest Africaine (UEMOA) et la Communauté Economique et Monétaire de l'Afrique Centrale (CEMAC);

- (c) to research, analyze and summarize background information for Members or other Regional Organizations when so requested, under the supervision of and in close consultation with his/her supervisor;
- (d) to participate in missions of the Trade Policy Review Division with a view to analyze the needs of the country with regards to the technical assistance and training methods; make suggestions regarding appropriate technical support and training to be provided.
- (e) to prepare programme agendas and documents for technical assistances / training seminars and workshops;
- (f) to collaborate in and/or facilitate training sessions organized by other Divisions of WTO with regards to questions on WTO agreements and on-going negotiations, as appropriate;
- (g) at the request of and under the guidance of his/her supervisor, to assist delegates visiting Geneva; introduce WTO and provide information on trade-related technical assistance activities;
- (h) at the request of and under the guidance of his/her supervisor, to participate in seminars and workshops organized by other international/regional/sub-regional institutions such IDLO, IDB, UEMOA, CEMAC, on behalf of WTO;
- (i) to participate in and follow up on JITAP(Joint Integrated Technical Assistance Programme) activities as necessary;
- (j) to assist in the drafting reports and/or correspondence and participating in technical assistance-related meetings; to draft mission reports and specific notes.

**REQUIRED  
QUALIFICATIONS:**

Up to five years of experience in organizing technical assistance and training activities, at the regional and/or international level in a multicultural environment.

Advanced university degree in trade law, economics or international relations. Special courses taken relevant to technical assistance and training will be an asset.

A good knowledge of WTO Agreements, multilateral trade and on-going negotiations; A good knowledge of the work conducted under WTO and in particular an understanding of the issues of interest and of the position taken by developing countries in technical assistance activities.

Excellent organizational and planning skills; Strong communication skills; Ability to work as a team in a multicultural environment; Familiarity with computer software used in the office.

LANGUAGES:

An excellent oral and written knowledge of French. A good knowledge of English an asset.

APPLICATIONS:<sup>2</sup>

Please use the online application form which may be downloaded from the WTO website – [www.wto.org](http://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 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  
1211 Geneva 21  
Switzerland

E-mail: [humanresources@wto.org](mailto: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. L02/08.

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 OF THIS  
VACANCY NOTICE:

**23 June 2008**

No applications will be considered after this date.

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

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<sup>2</sup> Only applications from nationals of WTO Members will be accepted.  
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