

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 465

The Secretariat of the WTO is seeking to fill two positions of Training Officer in the Training Institute. Applications from men and women, including serving staff members interested in these positions, are equally welcome.

TITLE AND GRADE:	Training Officer – Grade 8 ¹
STARTING SALARY:	Approximately Swiss francs 97,300 net p.a.
OTHER CONDITIONS:	In accordance with WTO Staff and Pension Plan Regulations. A package of expatriate benefits is available to staff recruited non-locally.
TYPE OF APPOINTMENT:	Fixed-term for two years with possibility of extension.
GENERAL FUNCTIONS:	<p>The WTO Training Institute is mandated to organize, develop and deliver a variety of training activities. These include: courses of various durations on issues related to the multilateral trading system, the WTO, trade and development etc.; training of trainers; distance-learning services; and relations with academic institutions in developing countries. Under the supervision of the Director and Senior Training Officers of the Training Institute, the incumbent will be required to:</p> <ul style="list-style-type: none">(a) participate in the delivery of training through lecturing and tutoring course participants;(b) help design and conduct revision sessions in response to specific enquiries by the participants of the courses;(c) participate in the development of training activities performed by the Institute through research, reports and participation in task forces;(d) participate in the elaboration of training tools and design and development of training materials with a view to the establishment of a consolidated collection of presentations of the different WTO agreements and principles;(e) assist in developing training evaluation tools and methods and monitoring the evaluation of the Institute's activities;(f) assist other staff who have the main responsibility for the design or conduct of specific activities of the Institute;(g) lead the participants in study tours and visits to other international organizations in Geneva;

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

- (h) build excellent professional relations with the participants of the courses, including acting as liaison between them and other WTO divisions; and;
- (i) perform other tasks as required by the Director or the most senior training officers.

**REQUIRED
QUALIFICATIONS:**

In addition to a basic university degree preferably in law, economics or a related discipline, theoretical knowledge and/or proven professional expertise equivalent to an advanced university degree level in a discipline relevant to a specific operational area of the WTO. A minimum of five years' experience, of which at least two should include working with trade related issues at the national or international level, preferably including a good in-depth knowledge of the WTO multilateral trading system, its rules and its functioning and a clear understanding of the issues of interest and of the positions taken by developing countries in multilateral trade negotiations. Knowledge of computer software (Word, Excel, Database software) and presentation tools and techniques (e.g., PowerPoint presentations). Strong pedagogical skills and ability to write and speak effectively and to interact with the course participants as the position involves lecturing in several areas. Tact and diplomacy together with the ability to work in a team in an international and multi-cultural environment.

LANGUAGES:

As the Institute conducts all its activities in the three WTO official languages (English, French and Spanish), applicants should have an excellent knowledge of at least two of these languages, one of them being English, with proven drafting abilities (two out of three activities are conducted in English). A very good working knowledge of the third language is desirable.

APPLICATIONS:²

An application form may be downloaded from the WTO website - www.wto.org – under "vacancies" or requested from:

Director, Administration and General Services Division
(Human Resources Section)
WTO
Centre William Rappard
154, Rue de Lausanne
CH-1211 Geneva 21
Switzerland

Fax: (41 22) 739 57 72

Completed forms should be returned to the above address.

All applications will be acknowledged, although a delay in answering must be expected. Only applicants possessing the required qualifications will be taken into consideration.

**CLOSING DATE OF THIS
VACANCY NOTICE:**

14 May 2002

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