

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 533

The Secretariat of the WTO is seeking to fill a position of HR Policy Counsellor (Organizational Development and Learning) in the Human Resources Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

- TITLE AND GRADE:** HR Policy Counsellor (Organizational Development and Learning), Grade 10¹
- STARTING SALARY:** Approximately Swiss Francs 148,700 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:** Reporting to the Director, Human Resources Division, the incumbent will be responsible for coordinating with managers in the identification, design and implementation of staff development strategies to support the WTO's goals. The incumbent will be expected to design an innovative learning/career management strategy that aligns closely with the WTO's organizational needs and allows staff to realise their potential.

The incumbent will also be expected to contribute to the capability of the organization to manage change, to implement career development and succession planning policies, to promote e-learning, to pursue the development of performance management and the facilitation of team building at all levels of the Organization.

Key objectives will encompass:

Strategy, Policy and Internal Consultancy Services

- a) contribute to the development and implementation of the overall HR strategy, focusing in particular on organizational development, change management, HR policies, learning/development and career management;
- b) provide management with advice and support in identifying strategic opportunities for delivery of sound human resources practices relating to, for instance, organizational change, staff recruitment, restructuring and work design, performance

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

management and compensation incentives, staff learning and development, career management, working conditions and work-life balance.

Partnerships and Knowledge Contribution

- a) Keeps up to date with trends and best practice in the public and the private sectors;
- b) Proposes improvements to HR practice;
- c) Analyses organizational needs (including training) for the development and implementation of information, advocacy and communication tools;
- d) Raises awareness of line management to core HR issues;
- e) Coaches line management to ensure learning is applied systematically;
- f) Establishes and maintains partnerships with line management and staff representatives;
- g) Facilitates inter-organisational collaboration by representing the WTO in international bodies.

Management Cycle

- a) Contributes to the development, and keeps track, of the annual HR workplan and budget;
- b) Continuously monitors implementation through the establishment of benchmarks and feedback mechanisms;
- c) Is accountable for the highest standards of integrity and equity in the management of assigned resources;
- d) Reviews workplan in line with monitoring findings, and evolving circumstances, as required.

Impact of Key Accomplishments / Performance Indicators

Successful leadership in the development of relevant HR policies and a career management and learning framework as part of a realistic HR strategy that will directly affect the ability of the WTO to deliver on its substantive mandate, and to attract, develop and retain staff of the highest calibre.

Nature of Interactions

- a) Advises on and explains HR concepts and procedures, including to the senior management level; represents the Organization at external meetings;
- b) Promotes the introduction of new HR practices.

REQUIRED QUALIFICATIONS / COMPETENCIES:

An advanced university degree in human resources management, business / public administration, organizational development or a related field. At least 10 years of progressively responsible professional human resources experience with a specialization in organizational development, policy design, compensation and rewards, job design/evaluation, learning and development and/or career management, preferably in an international environment. Familiarity with devising and leading learning initiatives and development programmes. Demonstrated depth and breadth of understanding of HR issues and their relationship to organizational

needs and priorities. Demonstrated ability to develop and follow through on HR initiatives. A creative and imaginative approach with an incisive analytical ability, persuasive coaching and communication skills combined with tact and diplomacy. Strong commitment to achieve key objectives and outstanding relationship-building skills.

LANGUAGES:

An excellent knowledge of English and French. A good knowledge of Spanish would be an asset.

APPLICATIONS:²

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 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

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. 533.

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:

30 September 2004

No applications will be considered after this date.

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