

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 480

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

TITLE AND GRADE:	Training Officer – Grade 7
STARTING SALARY:	Approximately Swiss francs 81,600 net p.a.
OTHER CONDITIONS:	<p>In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.</p> <p>A package of expatriate benefits is available to staff recruited internationally</p>
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 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) respond to specific enquiries by the participants of the courses;(c) assist in the development of training activities performed by the Institute through research, reports and participation in task forces;(d) assist other staff who have the main responsibility for the design or conduct of specific activities of the Institute, including 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) accompany the participants in visits to other international organizations in Geneva;(f) build good professional relations with the participants of the courses, including acting as liaison between them and other WTO divisions; and(g) perform other tasks as required by the Director or the 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 specific operational areas of the WTO. Up to five years' experience, which should include, *inter alia*, working with trade-related issues at the national or international level. A good knowledge of the WTO multilateral trading system and a clear understanding of the issues of interest to developing countries in multilateral trade negotiations. Knowledge of computer software (e.g., Word, Excel, Database software) and presentation tools and techniques (e.g., PowerPoint). Strong pedagogical skills and ability to write and speak effectively, to lecture in several areas and to interact with the course participants. Tact and diplomacy together with the ability to work in a team in an international and multi-cultural environment.

LANGUAGES:

Applicants should have a good working knowledge of at least two official languages (including an excellent knowledge of English), with proven drafting abilities. A very good working knowledge of the third language is desirable.

APPLICATIONS:¹

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

Director, Administration and General Services Division
(Human Resources Section)
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. 480.

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:

9 January 2003

No applications will be considered after this date.

¹ Only applications from nationals of WTO Members will be accepted.