

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 433

The WTO is seeking to fill a position of a Dispute Settlement Registrar in the Legal Affairs Division. Applications from men and women are equally welcome. Serving staff members who are interested are also invited to apply.

- TITLE AND GRADE:** Dispute Settlement Registrar – Grade 6¹
- STARTING SALARY:** Approximately Swiss francs 73,000 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:** Under the direct supervision of the Director of the Legal Affairs Division, the incumbent will put in place and manage a registry for all disputes initiated under the WTO provisions on dispute settlement. In that context, the specific tasks to be performed will include:
- a) keeping a complete official record of each dispute settlement panel proceeding;
 - b) establishing an effective and efficient filing system, both on paper and in electronic format, and an effective archive system;
 - c) ensuring that submissions made in the course of dispute settlement proceedings are complete, received on time and duly communicated to the other party(ies) and third party(ies). In this respect, the incumbent may need to be in contact with Members' delegations either orally or in writing;
 - d) assisting legal officers and secretaries of panels with respect to any question related to the file of a particular case;
 - e) providing general information on a given file to any staff member and, where appropriate, to Members' delegates.

In addition, the incumbent will be responsible for updating the WTO dispute settlement data base and for updating the overview of the dispute settlement state of play and will provide assistance to the Legal Assistant-Editor, as appropriate.

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

**REQUIRED
QUALIFICATIONS:**

The incumbent will have completed secondary school and/or equivalent technical or commercial school. Training in secretariat skills would be desirable. Specialized training or proven expertise in the administrative aspects of handling legal matters, as well as in document filing, are considered assets. The incumbent will have experience in text processing as well as in using and updating data bases and other related computer programmes. The incumbent will have a professional experience of at least eight years in secretarial tasks and/or document classification, possibly with a private firm or with the registry of an international adjudicatory entity, such as an international arbitrator, a court or an international administrative tribunal. Capacity to manage tasks independently, sense of initiative, excellent organizational skills and maturity in terms of working relationships with colleagues and with delegates will be essential.

LANGUAGES:

Excellent knowledge of the English language is required, including a demonstrated ability to write clearly and concisely, together with a very good knowledge of French or Spanish.

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
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:**

18 July 2001

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