



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

Vacancy Notice No.: EXT/F/21-18

Issued on: 6 May 2021

Title: Driver

Application Deadline: 3 June 2021

Grade: 4

Division: Administration and General Services

Contract Type: Fixed-term

Starting Salary: CHF 65,729 net per annum (approximate)

Duration: Two years with the possibility of extension

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 leave. 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:
https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm

The Secretariat of the WTO is seeking to fill a position of Driver in the Administration and General Services Division. The position is subject to local recruitment only and the status of the selected candidate will be that of locally recruited, in accordance with WTO Staff Rule 103.1.

General Functions

Under the supervision of the Head of the Drivers Unit, the incumbent will carry out the following functions:

1. Deliver and collect documents to and from Consulates, Embassies and other International Organizations in Geneva.
2. Drive senior management and other WTO officials to and from appointments.
3. Facilitate airport pick-ups for VIP visitors and transportation during official visits.
4. Provide shuttle services and run errands in and around Geneva and at times outside Geneva as required.
5. Deliver and collect mail and packages to and from the Post Office.
6. Check and carry out first level maintenance of the service vehicles according to required standards (cleaning both inside and outside, oil, tyres etc.), ensure sound running of the vehicles assigned and inform supervisor of any anomalies.

7. Maintain log book of each service vehicle on daily basis.
8. Undertake any other assignments as requested by the supervisor.

REQUIRED QUALIFICATIONS

Education:

Secondary education diploma and/or equivalent technical or commercial training.
Possession of a Swiss D1 driver's licence (sedan and minibus).

Knowledge and Skills:

Technical knowledge and skills:

Driving skills.

Good understanding of the mechanical functioning of vehicles; ability to detect a fault in vehicles, check levels (oil, water and battery) and change tyres.

Good knowledge of the environment and the city of Geneva and its surroundings.

Behavioural skills:

Sense of discretion and good judgement. Willingness to work at irregular hours.

The incumbent must have the following interpersonal capabilities: to relate to and build relationships with colleagues; to work as a member of a group, relating to others, while working independently to achieve his/her objectives; and to understand simple instructions from others.

Work Experience:

Three to four years' relevant experience in an international environment/international organization.

Languages:

Fluency in English or French. Knowledge of the two other working languages of the WTO would be an advantage.

The language skills of shortlisted candidates will be assessed as part of the selection process.

Additional Information:

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

Only applications from nationals of WTO Members will be accepted.

For WTO staff members on fixed-term or regular contracts, only those who have spent minimum two years on their current post are normally considered eligible to apply, as per administrative memorandum 976 paragraph 46.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 24 months, and may subsequently be called upon as and when the need arises for additional resources.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: <https://erecruitment.wto.org>.
The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has
been posted and well before the closing date – Geneva (Switzerland) time –
stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE ACCEPTED

The WTO is a non-smoking environment.