



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/21-19	Issued on: 7 May 2021
Title: Trade Policy Analyst	Application Deadline: 4 June 2021
Grade: 6	Division: Council and Trade Negotiations Committee
Contract Type: Fixed-term	
Starting Salary: CHF 84,400 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 an entry-level position of Trade Policy Analyst in the Council and Trade Negotiations Committee Division.

The Council and TNC Division is responsible for ensuring the efficient management of the Ministerial Conference, the General Council, the Dispute Settlement Body and the Trade Negotiations Committee. The division also has responsibility for electronic commerce.

General Functions

Under the supervision of a senior officer and general supervision of the Director, the incumbent will provide support to areas covered by the Division, including General Council, Trade Negotiations Committee and E-Commerce. More specifically, he/she will be responsible for the following:

1. Provide assistance in conducting research and analysis and prepare reports on issues related to substantive areas of the Division's work.
2. Assist more senior staff in providing information to delegates, colleagues, senior management and other intergovernmental organizations on substantive issues within the Division's responsibility.
3. Assist more senior colleagues in providing support for bodies serviced by the Division (committees, negotiating groups, working parties, etc.), as required.
4. Participate in delivering technical assistance and training on substantive areas of the Division's work. Contribute to the development of training material.
5. Develop expertise in technical subject matters related to the work of the Division.

6. Participate in and provide support to the Division's outreach activities.
7. Participate in and contribute to other activities of the Division, as required.

REQUIRED QUALIFICATIONS

Education:

In addition to a basic university degree, an advanced university degree in International Law, International Economics, Business/Management or International Relations is required. Alternatively, a basic university degree in one of the aforementioned disciplines supplemented with professional expertise equivalent to an advanced university degree level could be considered.

Knowledge and Skills:

Technical Knowledge and Skills:

Knowledge of the operation and work of the WTO Secretariat.
Knowledge of relevant WTO Agreements and system, and of the underlying economic, legal and/or political theory and principles.
Good analytical and research skills.
High level of drafting skills.
Proficiency in Microsoft Office applications such as Word, PowerPoint, Excel, etc.

Behavioural Skills:

An energetic individual with the ability to plan and organize own work, and capable of prioritizing and multi-tasking.
The following interpersonal capabilities: to relate to and build relationships with colleagues; to communicate and understand clear factual information; to persuade others to a point of view using facts; to present technical facts to knowledgeable specialised audiences; to face and cope with conflict situations with colleagues; to work as a member of a team, relating to others, but working independently to achieve his/her objectives.

Work Experience:

Minimum two years of relevant professional experience is required.

Languages:

Excellent knowledge of English and French (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)), including ability to draft clearly, accurately and concisely and to communicate both orally and in writing.

Additional Information:

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.