



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/21-26

Issued on: 25 June 2021

Title: HR/Payroll Analyst

Application Deadline: 23 July 2021

Grade: 6

Division: Human Resources

Contract Type: Fixed-term

Starting Salary: CHF 84,440 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 grade 6 professional position to work as HR/Payroll Analyst in the Staff Administration Unit of the Human Resources Division.

General Functions

Reporting to and under the supervision of the Chief of HR Staff Services, the incumbent will undertake the following responsibilities:

1. Process standard and complex financial transactions related to payroll, in compliance with approved procedures and regulations.
2. Provide an excellent level of customer service to all employees and external stakeholders. Resolve specific pay queries and share payroll expertise on financial and administrative issues.
3. Process and perform financial controls and complex analytical tasks, produce/maintain reports, templates and repository/reference data.
4. Prepare contracts and maintain accurate employee records; process a wide variety of confidential administrative actions throughout the career of staff members; prepare administrative documents and support audit reviews.
5. Assist in managing absences (annual leave, sick leave, home leave etc.); enter data into the HR information systems and ensure data integrity (job data changes, holiday, and leave of absence reports etc.); prepare statistical reports (draft narrative, graphs, and charts) on staff absenteeism to be used by the HR Director;

6. Conduct or support business process reviews and other projects engaged by the team. Train, and advise other team members or users on procedures and processes.

REQUIRED QUALIFICATIONS

Education:

An advanced university degree in Human Resources, Business or Public Administration, Organizational Psychology, Finance or a related field. Professional Certification in Human Resources (e.g. CIPD, SHRM, PHR) or in Accounting (e.g. ACCA, CPA or equivalent qualifications) would be an asset.

Knowledge and Skills:

Technical knowledge and skills:

Advanced accounting/financial management skills.

Experience and skills in computing and office applications, especially advanced spreadsheet and word processing applications.

Good analytical skills to produce accurate and clear financial reporting.

Good ERP software skills; experience with Oracle EBS / Workday HRIS an advantage.

Experience and familiarity with administrative and financial procedures in international organizations or private sector would be an asset.

Familiarity with International Public Sector Accounting Standards (IPSAS) would be an advantage.

Project management skills.

Behavioural skills:

Excellent organizational skills, attention to details and respect tight deadlines. Capability to work as a member of a team, relating to others, while working independently to achieve his/her objectives; capability to relate to and build relationships with colleagues; capability to communicate information (including financial information) in a clear way and understand information; ability to persuade others to a point of view using facts. Ability to adhere rigorously to set rules of conduct ensuring confidentiality and an absence of conflict of interest.

Work Experience:

At least 2 years of experience in HR and Payroll administration, preferably in international organizations.

Languages:

Proficiency (equivalent of level C1 according to the Common European Framework of Reference for Languages (CEFR)) in French and English. Knowledge of Spanish would be an asset.

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.