



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/PP/21-31

Issued on: 14 July 2021

Title: Electronic Notifications and Databases Assistant

Application Deadline: 11 August 2021

Grade: 4

Division: Rules

Contract Type: Project post

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

Duration: Eighteen months with the possibility of extension of up to an additional eighteen months maximum.

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 position of Electronic Notifications and Databases Assistant.

The Rules Division is responsible for all aspects of WTO work, legal and technical, in the areas of trade remedies (anti-dumping, countervailing and safeguard measures), subsidies, trade-related investment measures, state trading enterprises, and civil aircraft. The Rules Division provides legal advice and other assistance to dispute settlement panels and provides implementation assistance, counselling and expert advice to WTO Members in each of these areas, and facilitates and supports negotiations. The Division maintains electronic notification portals for, and databases of information from, Members' WTO notifications of anti-dumping, countervailing and safeguard actions.

General Functions

Reporting to a senior officer in the Division, the incumbent shall:

1. Administer the e-portal for submission of semi-annual reports of anti-dumping actions; collaborate with colleagues in the Rules and Information Technology Solutions Divisions on creating a similar e-portal for submission of semi-annual reports on countervailing actions; and assist with the migration of the Rules Division's existing databases on anti-dumping, countervailing and safeguard actions.
2. Monitor the receipt, processing and distribution of the semi-annual reports on anti-dumping and countervailing actions. Identify in these reports discrepancies, errors and other matters requiring clarification by the notifying Members, including by cross-checking with previously reported

data in various notification series and consulting Members' websites; compile lists of errors and suggested revisions to be sent to delegations for verification and approval. Provide assistance to delegations when submitting their semi-annual reports, including by commenting and proposing corrections and clarifications. Respond to queries from Members and Secretariat staff on the information received, and arrange for and participate in technical assistance sessions for delegations in this area, as requested.

3. In connection with migrating legacy data contained in the Division's existing databases on anti-dumping, countervailing and safeguard actions to newly redesigned and upgraded databases, check and clarify with Members the database records and correct and create links between records as needed.

4. Collaborate with the Information Technology Solutions Division in administering the new e-portals and the migration of the three Divisional databases in a manner that ensures the prompt identification and resolution of technical issues and achieves the optimum functioning of these e-tools.

5. Undertake other tasks as assigned by the Supervisor and the Director.

REQUIRED QUALIFICATIONS

Education:

Completed secondary education. Technical training in office administration and/or administering and managing databases would be an asset.

Knowledge and Skills:

Technical knowledge and skills:

Familiarity through experience of working within established administrative procedures in international organizations.

An understanding of the substantive work of the Division, e.g., trade remedies and the notifications and work of the Committees in this area, would be an advantage. The job requires the incumbent to quickly gain a good understanding of the following areas: the different notification formats; the nature and chronology of the notified actions and how different phases of these actions interrelate; and the Harmonized Tariff System and Harmonized Commodity Description and Coding System.

Excellent office management and administrative skills.

Excellent knowledge of Excel and Word, good skills in the use of PowerPoint, and skills in the maintenance and management of, and in extraction of precise targeted information from, databases. Speed, accuracy and consistency in data input.

Behavioural skills:

Strong sense of responsibility.

Excellent organizational skills.

Ability to manage and prioritize multiple tasks and meet strict deadlines while assuring quality and accuracy.

Ability to work in a team, where supporting and gaining the support of others is important to achieving set objectives.

Ability to pay close attention to detail.

Excellent communication skills, including the ability to quickly assimilate and communicate information in a clear way, particularly when communicating technical information requirements to Members' representatives, orally and in writing.

Ability to exercise discretion and tact when required.

Ability to relate to and build relationships with colleagues and to establish and maintain good relations with delegates.

Work Experience:

Three to four years' experience, of which preferably three in international organizations, with significant experience in working with databases.

Languages:

Excellent knowledge of English (equivalent of level C1 according to the Common European Framework of Reference for Languages (CEFR)). A good working knowledge of French and/or Spanish (B2 level according to CEFR) 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.

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.