



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/21-30	Issued on: 13 July 2021
Title: Buyer	Application Deadline: 10 August 2021
Grade: 5	Division: Administration and General Services
Contract Type: Fixed-term	
Starting Salary: CHF 71,925 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 the position of Buyer in the Procurement Section of the Administration and General Services Division.

INTERESTED APPLICANTS MUST ADD A COVER LETTER WHEN APPLYING FOR THIS VACANCY THROUGH THE WTO E-RECRUITMENT SYSTEM. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

General Functions

Reporting to the Chief of the Procurement Section and working closely with other members of the Section, the incumbent will be expected, within designated authority, to undertake the following responsibilities:

1. Manage the various delegated tasks in the procurement of services and goods for the WTO.
2. Advise the Requesting Units and the recipient entities on a range of procurement issues and provide support and guidance at all stages of the procurement process, within delegation.
3. Prepare and refer invitations to tender for review and approval by the Chief of Section and manage/conduct delegated aspects of bid/proposal evaluation.
4. Process purchase orders using the WTO ERP system and sign procurement orders up to authorized limits.
5. Assist in preparing a variety of procurement related documents such as contracts, communications and instructions.

6. Perform other related duties as required.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school. A recognized professional training and/or certification in the area of procurement (CIPS or equivalent) is highly desirable.

Knowledge and Skills:

Technical Knowledge and Skills:

Demonstrated knowledge of procurement standards.

Working knowledge of the Public Procurement cycle.

Understanding of Financial Rules and Regulations pertaining to procurement procedures in international organizations.

Confident user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the internet.

Behavioural Skills:

Problem solving skills.

Planning and organizational skills, including ability to prioritize.

Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Capability to relate to and build relationships with colleagues; to communicate information in a clear way and understand information; to persuade others to a point of view using facts; to present technical facts to knowledgeable specialised audiences.

A solid team player including ability to work collaboratively with colleagues to achieve organizational goals; to solicit input by genuinely valuing others' ideas and expertise; to demonstrate the will to learn from others; to place team agenda before personal agenda; to support and act in accordance with final group decision, even when such decisions may not entirely reflect own position.

Confidentiality skills to ensure that information is accessible only to those authorised to have access.

Work Experience:

At least five years of relevant work experience in clerical, administrative or other supporting roles in an international organization, government or in the private sector, of which two years working within a procurement function.

Previous experience in market research and supplier management and demonstrated experience going through the procurement cycle on a diverse range of goods and services would be considered an advantage.

Languages:

Very good command of English and French, both oral and written, is required (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)).

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

Additional Information:

APPLICANTS MUST SUBMIT THEIR APPLICATIONS THROUGH THE E-RECRUITMENT SYSTEM ALONG WITH THEIR COVER LETTER OF MOTIVATION. Instructions to add the cover letter is as follows: Once the application for this position has been submitted, their application will be displayed under the "My Applications" tab. Applicants should click on the button "Add" for the specific vacancy under the

"Covering letter" column. Cover letters added in other sections of the applicant profile such as "Additional Information" or "Additional Documents" will not be taken into consideration.

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.