The Secretariat of ICITO/GATT is seeking to fill the position of Secretary in the Trade Policies Review Division. Applications from men and women are equally welcome. Serving staff members who may be interested in this position are also invited to apply.

**POST:** Secretary

**CATEGORY AND LEVEL:** General Service - G.3/G.4 depending on qualifications and experience.

**BASE SALARY:**
- G.3 range: SF. 44,750.-- to SF. 59,530.-- net p.a.
- G.4 range: SF. 48,813.-- to SF. 64,903.-- net p.a.

Allowances according to Staff Rules. Net salary and other emoluments are exempt from income tax and paid in Swiss francs.

**TYPE OF APPOINTMENT:** Fixed-term for one year with possibility of further extension. It will initially be offered for a trial period.

**ORGANIZATIONAL LOCATION:** Trade Policies Review Division, Operational Department A.

**GENERAL FUNCTIONS:**

The person selected to fill this post will be assigned to the team of secretarial assistance of the Division and will be expected:

(a) to type in English, and when required in French, documents, tables and correspondence using personal computer and typewriter;

(b) to arrange for the reproduction and distribution of documents;

(c) to carry out filing and such other clerical and secretarial duties as are assigned;

(d) to service meetings;

(e) to take shorthand in English.

**REQUIRED QUALIFICATIONS:**

(a) at least ten years of formal education supplemented by secretarial training, and a minimum of five years progressive secretarial experience;

(b) excellent English with a good working knowledge of French (UN Language Examination or equivalent);

(c) shorthand in English (official international organizations' test); typing in English and French; ability to use a personal computer;
(d) ability to work with little direct supervision and to exercise initiative and judgement.

APPLICATIONS: A formal application should be submitted to:

Chief of Personnel
ICITO/GATT
Centre William Rappard
Rue de Lausanne 154
CH-1211 Geneva 21
Switzerland

CLOSING DATE OF THIS VACANCY NOTICE: 26 January 1990