The Secretariat of ICITO/GATT is seeking to fill a post of Documentation Assistant, in the Technical Co-operation 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: Documentation Assistant.

CATEGORY AND LEVEL: General Service - G.4/G.5 depending upon qualifications and experience.

BASE SALARY: G.4 range: SF. 48,813.-- to SF. 64,903.-- net p.a.

G.5 range: SF. 53,416.-- to SF. 71,046.-- 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: Initial fixed-term appointment (one year).

GENERAL FUNCTIONS: Under limited supervision the incumbent will be required to:

(a) compile, arrange and update information on developing countries, in order to progressively build up a small computerized data base on selected domestic trade and trade policy indicators and GATT-related matters, and to retrieve the information to meet the needs of the Division;

(b) build up and maintain a quick reference system to GATT and Uruguay Round documentation;

(c) assist in compiling, arranging and updating information on publications (books, articles, other organizations' documents, etc.) of interest to technical assistance work, in order to progressively build up a bibliographic data base serving the Division's special needs;

(d) assist in the elaboration of support material, in particular transparent films, to be used in seminars and briefing sessions;

(e) act as the Division's "focal point" for collecting and preparing background information material to be used in technical notes, seminars or country mission;

(f) carry out other duties (including miscellaneous office duties) as required.
DESIRABLE QUALIFICATIONS:  
(a) completed secondary education and experience in handling documentation, ability in dealing with library resources in information material;  
(b) ability to operate personal computers and to use several types of software;  
(c) good knowledge of GATT working languages;  
(d) ability 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:  15 May 1990