Vacancy Notice No. 286

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

POST: Finance Officer

CATEGORY AND LEVEL: Professional - P.2 or P.3 according to qualifications and experience.

BASE SALARY:

POST ADJUSTMENT: 1/

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 extension.

ORGANIZATIONAL LOCATION:
- Department of Coordination and Administration, Administrative and Financial Division, Finance and Accounts Section.

GENERAL FUNCTIONS: The incumbent, under the supervision of the Chief, Finance and Accounts Section, will be entrusted with the following:

(a) assisting the Chief of the Section in the overall supervision of the work as required;

(b) participation in the control and when required in the preparation of various payrolls;

(c) participation in the control of accounting records;

(d) participation in the preparation of pension records and year-end list schedules;

1/ This allowance is adjustable according to the movements in the cost of living and to changes in the official United Nations rate of exchange between the US dollar and the Swiss franc. The figures mentioned above, which should be added to the base salary figures, are based on the exchange rate for July 1990.
(e) participation in the supervision of the computerized system.

(f) any other tasks that may be entrusted to the incumbent.

DESI RABLE QUALIFICATIONS:

University degree or equivalent, professional qualification in accounting; several years' experience in accounting and payroll operations as applied in international organizations.

LANGUAGES:

Perfect command of English or French with an excellent working knowledge of the other language. Knowledge of Spanish would be an advantage.

APPLICATIONS:

A formal application should be submitted to:

Chief of Personnel
ICITOGATT
Centre William Rappard
Rue de Lausanne 134
CH-1211 Geneva 21
Switzerland

CLOSING DATE OF THIS VACANCY NOTICE: 31 August 1990