The Secretariat of ICITO/GATT is seeking to fill the position of Counsellor. Applications from men and women are equally welcome. Serving staff members who may be interested in this position are also invited to apply. The position is to be filled as of May 1992.

POST: Counsellor

CATEGORY AND LEVEL: Professional - P.5


POST ADJUSTMENT: 1/ P.5 range: with dependants - US$38,125.-- to US$46,728.-- 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 two years, with possibility of extension or conversion into a career appointment.

ORGANIZATIONAL LOCATION: Personnel Office

GENERAL FUNCTIONS: The incumbent, who reports to the Chief of Personnel, has overall responsibility for matters of social security and insurance affecting the staff of the organization (over 400). These include:

   a) liaison with the United Nations Joint Staff Pension Fund on behalf of the GATT administration and of individual participants. The incumbent acts as Secretary to the GATT Staff Pension Committee. He or she gives advice on matters of general pension policy and on individual situations;

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, correspond to the exchange rate for September 1991.
b) administration of the GATT medical insurance and relations with the insurer;

c) administration of the rules governing compensation for service-incurred injury, illness or death, and relations with the insurer;

d) administration of the GATT voluntary group life and invalidity insurance, and relations with the insurer.

In addition, the incumbent participates in policy formulation on matters relating to salaries and selected allowances, as well as conditions of service in general, including the preparation of studies and participation in UN system inter-agency meetings as required.

DESIRABLE QUALIFICATIONS

a) university degree in a relevant discipline (e.g. personnel administration, economics, law, business or public administration);

b) familiarity with social security questions in general; familiarity with the UN Pension system would be a distinct advantage;

c) numeracy and ability to use a personal computer;

d) analytical skills, as well as facility in oral and written expression;

e) ability to establish and maintain relations of confidence with colleagues.

EXPERIENCE: 15 years of relevant professional experience at increasing levels of responsibility.

LANGUAGES: Excellent knowledge of English or French and a proven working knowledge of the other. Knowledge of Spanish would be an advantage.

APPLICATIONS: A formal application should be submitted to:

Chief of Personnel
ICIT0/GATT
Centre William Rappard
Rue de Lausanne 154
CH-1211 Geneva 21
Switzerland

CLOSING DATE OF THIS VACANCY NOTICE: 29 November 1991