The Secretariat of ICITO/GATT is seeking to fill a position of Economic Affairs 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: Economic Affairs Officer

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

BASE SALARY:

P.2 range: with dependants - US$29,483.-- to US$37,980.-- net p.a.


POST ADJUSTMENT: 1/

P.2 range: with dependants - US$29,188.-- to US$37,600.-- 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 until 31 December 1993, with possibility of extension.

ORGANIZATIONAL LOCATION:

Session, Council, Related Bodies and Trade and Development Division.

GENERAL FUNCTIONS:

The functions are related to GATT's activities in the field of trade between developed and developing countries and to servicing sessions of the CONTRACTING PARTIES and meetings of the Council of Representatives. Under the supervision of a senior officer, the incumbent will assist in or execute various duties such as:

(a) collection, analysis, interpretation and presentation of information on matters pertaining to trade relations between developed and developing countries;

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 August 1992.

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(b) preparation of reports, documents, internal notes and memoranda on substantive and procedural issues before the CONTRACTING PARTIES, the Council, the Committee on Trade and Development and its related bodies;

(c) servicing the sessions of the CONTRACTING PARTIES, meetings of the Council and of the Committee on Trade and Development and its related bodies;

(d) drafting and processing minutes of Council meetings, summary records of CONTRACTING PARTIES' sessions and reports of the Committee on Trade and Development;

(e) carrying out other assignments as required.

DESERABLE QUALIFICATIONS: A university degree, preferably in economics. At least five years of relevant professional experience. A sound knowledge of international economic and trade policy issues. Ability to carry out analysis of trade and trade policy issues and to draft accurately, precisely and quickly, in English. Ability to maintain good relations with delegations and with staff in other divisions within the Secretariat. Knowledge of personal computers would be an advantage.

LANGUAGES: Fluent English with excellent working knowledge of either French or Spanish. Knowledge of the third language would be an asset.

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: 7 October 1992