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

POST: Conference Officer


without dependants - US$42,103.-- to US$54,567.-- 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 appointment for one year, with possibility of extension.

ORGANIZATIONAL LOCATION: Conference Office

GENERAL FUNCTIONS: Duties include:

Under the direct supervision of the Director of the Finance and General Services Division, the incumbent carries out the following functions:

- In liaison with the operational divisions and delegations, the Conference Officer is responsible for the organization and smooth working of:

  (a) Sessions of the CONTRACTING PARTIES.

  (b) Meetings of the Council of Representatives.

  (c) Meetings of committees, working groups, panels, etc.

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 February 1993.

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To this end, the Conference Officer is responsible for:

- allocation of conference rooms;
- seating arrangements;
- lists of delegates;
- any distribution of admission badges for conferences;
- screening admission to conference rooms;
- assisting delegations (documents, miscellaneous information);
- seeing that relevant documentation is available in conference rooms and providing interpreters with documents ahead of meetings.

The Conference Officer:

(i) assists the technical services in all matters relating to recording and availability of sound operators for conference rooms;
(ii) assists the internal and security services (access to buildings, reserved parking for delegates, etc.);
(iii) supervises conference room staff;
(iv) keeps statistics on the number of meetings, recruitment of interpreters, etc.

For conferences held away from Headquarters, the Conference Officer is responsible for obtaining, e.g. information on seating capacity, simultaneous interpretation equipment, offices for Secretariat staff.

DESIRABLE QUALIFICATIONS:

- solid experience in conference organization is essential;
- sense of responsibility and initiative, and ability to work with a minimum of supervision;
- absolute discretion and tactfulness;
- thoroughness, meticulousness, and ability to plan and organize.

LANGUAGES: Good knowledge of the Organization's three working languages (English, French and Spanish).

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: 12 April 1993