The Secretariat of ICITO/GATT is seeking to fill the position of **Statistical Clerk**. Applications from men and women are equally welcome. Serving staff members interested in the position are also invited to apply.

**CATEGORY AND LEVEL:** General Services - G.4

**BASE SALARY:** SF. 63,061.-- to SF. 85,941.-- 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 one year with possibility of further extension. It will initially be offered for a trial period.

**ORGANIZATIONAL LOCATION:** Economic Research and Analysis Division.

**GENERAL FUNCTIONS:** Under supervision, the incumbent will be responsible for the preparation of statistical information and will assist in the research work of the Division, including other related tasks and responsibilities.

Responsibilities will include the following:

(a) selection, verification and presentation of economic statistics;
(b) preparation of tables on trade data, on the basis of various national and statistical publications;
(c) maintenance of the statistical data bases;
(d) drafting explanatory notes on the statistical documentation drawn up;
(e) drafting and typing technical memos and other correspondence;
(f) assisting in the research work of the Division;
(g) following up requests for statistical information from users.

**DESIRED QUALIFICATIONS:**

(a) completed secondary education and some years of working experience in the field of statistics;
(b) knowledge of statistical methods and basic trade concepts in the processing of trade statistics;

94-2200
APPLICATIONS:

A formal application should be submitted to:

Director, Personnel Division
ICITO/GATT
Centre William Rappard
Rue de Lausanne 154
CH-1211 Geneva 21
Switzerland

Fax No. (41 22) 739 57 72

CLOSING DATE OF
THIS VACANCY NOTICE: 25 November 1994