

This WTO recruitment site is live since 20 September 2021. Please note that vacancy notices posted prior to 20 September 2021 are available and accessible on the legacy system (<http://erecruitment.wto.org/erecruitment.wto.org/>), for potential candidates to apply. Those interested in the WTO Internship Programme and who had applied through the legacy system should apply again through this platform.

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## Director

Apply

CWR

Full time

Posted 2 Days Ago

JR101860

VN Category (INT / EXT / EOI):

External

Application Deadline:

06-06-2023

Grade:

Grade 11

Contract Type:

Fixed-term

Annual Salary:

CHF196491

The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

The Secretariat of the WTO is seeking to fill the position of Director of Development Division.

This is a fixed-term contract funded through the regular budget. The duration will be two years with the possibility of extension. The selected candidate is expected to start the assignment as early as possible.

This is an External Vacancy Notice open to external candidates and WTO staff. It is posted on the WTO internal as well as external career site. Eligible WTO staff on short-term, fixed-term or regular contracts and interns must apply through the Workday internal career site.

Context

Securing the benefits of developing countries and least-developed countries (LDCs) in international trade and promoting their integration into the multilateral trading system is one of the primary goals of the World Trade Organization (WTO). This concerns a wide range of issues currently under discussion in the Organization, including the strategic relationship between trade and development, digital and green transformation of developing countries, inclusive trade, partnership on trade and development, special and differential treatment, market access for LDCs, technical assistance and capacity building, LDC graduation, small economies, and preferential trade agreements among others. The Development Division takes care of these areas of work in the WTO Secretariat.

The Division provides secretariat services and technical support to relevant WTO bodies and coordinating groups, including the Committee on Trade and Development (CTD) which meets regularly in regular, special and dedicated sessions; the Working Group on Trade and Transfer of Technology; the Sub-Committee on LDCs; the African Group; the Informal Group of Developing Countries; and the Informal Working Group on Trade and Gender.

The Division conducts/organizes research on development issues to provide inputs and reference resources for relevant discussion in the WTO. It serves as the focal point of the WTO corresponding to the United Nations, its special agencies such as United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLS), and other international organizations, NGOs on wider development issues.

The WTO is going through a reform process with the aim of improving its functions in response of new global challenges. Strengthening the WTO's role in promoting development is one of the concerned areas. The Division undertakes technical work in relation to the reform in the area of trade and development on the instructions of the whole WTO Membership.

Approximately 25 staff members make up the division, and structurally it is composed of the CTD Unit, LDC Unit, Aid-for-Trade Unit, Development Policy Unit, and the Trade and Gender Unit.

### General Functions

The incumbent will lead the Development Division on the following responsibilities:

advising the top management on trade and development issues; overseeing and organizing relevant research on development issues; disseminating knowledge on trade and development to Secretariat staff;

leading and supervising the work of the Development Division, providing guidance to staff in carrying out their duties, setting objectives required, reviewing output and performance of the staff, supporting the development of the knowledge and skills of staff, and ensuring appropriate staff training plans are in place and executed;

building relationships with Members and external partners in order to serve the WTO as appropriate, be it in Committee work, negotiations, or otherwise, while maintaining neutrality and observing the rules of conduct;

providing technical and policy advice as well as other support to Chairpersons of the Committee(s) on Trade and Development, in regular, special and dedicated sessions, such as Small Economies and Aid-for-Trade; Sub-Committee on LDCs; Working Group on Trade and Transfer of Technology; Information Group on Trade and Gender; and to delegations; liaising and providing assistance to the African Group and the LDC Group, in their day-to-day coordination activities, as well as in their meetings both at senior official and Ministerial level;

overseeing the implementation of the Aid-for-Trade work programme, including preparations for associated Global Reviews; mobilizing and developing partnerships with other international organizations, development agencies and the private sector to promote aid and investment for trade;

overseeing and contributing to the participation of the Division in the Organization's extensive technical assistance and training programmes with a particular focus on all matters under the Division's purview;

liaising with external partners and ensure that the role of trade and development dimension is appropriately highlighted and given due significance;

representing the DG and the WTO Secretariat in various public and academic functions in Geneva and abroad that address matters related to trade and development; and

undertaking other tasks that may be assigned by the DG, including sitting on Secretariat committees and bodies.

## REQUIRED QUALIFICATIONS

### Education:

An advanced university degree in economics with strong expertise on development.

### Knowledge and Skills:

#### Technical Knowledge and Skills:

The Director of the Development Division must demonstrate an expert level of knowledge in trade and economic development, an excellent knowledge of issues relating to the WTO and in-depth knowledge of the global development agenda. S/he must possess a high level of communication skills, oral and written; expert drafting and publishing skills in English; ability to establish strategic partnerships and maintain strong networks with WTO members and external partners; and a high level of political awareness and sensitivity and solid diplomatic skills.

#### Behavioural Skills:

The successful candidate must have significant management and organizational skills (planning and organizing work, managing people and performance, managing resources). S/he must have the skills to guide, empower and motivate a team of approximately 20+ staff members to excel in their jobs; must be able to build a team culture that consistently delivers high-quality results. Proven ability to interact and work with others in a diverse international setting in a harmonious and effective way is a must.

The successful candidate must have good presentation and communication skills, intellectual flexibility including openness to other's views and ability to find solutions, and proven ability to work under tight deadlines and often under high levels of stress.

High ethical standards and the ability to ensure adherence by others to established rules of conduct are also required.

### Work Experience:

At least fifteen years' experience in trade and development, including in senior positions in government, the private sector and/or international organisations. Proven leadership and management experience, including managing multicultural teams.

### Languages:

Proficiency (speaking and writing) in English is required. Adequate skills in at least one other working language of the WTO (French, Spanish) would be an advantage.

### Additional Information:

Only applications from nationals of WTO Members will be accepted.

The recruitment process will be undertaken as per Administrative Memorandum No. 976 (OFFICE(16)/15) on Staff Promotions and external recruitment through Vacancy Notices.

For non-entry level positions, the position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

The initial fixed-term contract shall be two years, which shall be probationary, as per Administrative Memorandum No. 997 (OFFICE(23)/4) on Probation Policy.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Applicants may be required to sit a written examination.

Applicants will be contacted directly if selected for an interview.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 24 months, and may subsequently be called upon as and when the need arises for additional resources.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date – Geneva (Switzerland) time – stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

The WTO is a non-smoking environment.

#### NOTIFICATION (PLEASE READ!):

Please note that the Job Alert Notifications are not functioning at the moment. In the interim, please check our career site or sign up for job alerts on the LinkedIn career page. Thank you for your understanding!

#### About Us



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

The WTO Secretariat employs over 600 staff from around 80 WTO member countries. Staff roles include dispute settlement lawyers, legal officers, trade policy analysts and specialists, research economists and statisticians, who help to ensure that trade negotiations progress smoothly and that the rules of international trade are correctly implemented. Other roles include press officers, translators and interpreters, professionals in finance, IT, HR, etc. who support the mission of the WTO.

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