JOB OPENING

Date: 24 March 2020

The International Trade Centre is looking for a:

G-4, Team Assistant

Division of Market Development (DMD) / Trade Facilitation and Policy for Business (TFPB)
Geneva, Switzerland

JOB OPENING No. ITC/JO/15/2020

Post subject to local recruitment *

*For ITC purposes the definition of “local” shall be that at the time of application the applicant is already residing (with the requisite permit) within a radius of 50 kms from the ITC offices on rue Montbrillant, Geneva or within a 1h15min commuting distance by public transport or car. Applicants not meeting this criterion will not be considered.

ITC champions workforce diversity, inclusion and gender parity and considers all qualified persons equally, including those with disabilities, without discrimination or prejudice of any kind. ITC also offers attractive flexible work arrangements to help promote a healthy work/life balance and to allow all staff members to express and develop their talents fully.

Deadline for application: 23 April 2020 (midnight Geneva time)
Entry date: as soon as possible
Duty station: Geneva, Switzerland
Duration of appointment: One year, renewable subject to funding

The position is located within the Trade Facilitation and Policy for Business (TFPB) Section of the Division of Market Development. TFPB is a technically focused team whose primary role is to improve the business environment (national and regional) for the benefit of exporters in developing and transition economies. It contributes to enhancing exporters' competitiveness through technical assistance in specific areas, such as trade facilitation, which has a direct impact on improving the business environment for exporters.

RESPONSIBILITIES:
Under the direct supervision of the Trade Facilitation Officer and the overall guidance of the Senior Trade Facilitation Officer, the incumbent will perform the below functions:

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.

ITC job openings are available on http://www.intracen.org
• Monitors processes and schedules related the unit’s outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
• Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
• Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
• Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
• Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
• Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
• Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
• Assists in the preparation of presentation materials using appropriate technology/software.
• Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
• Performs data entry and extraction functions.
• Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
• Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
• Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
• Maintains files (both paper and electronic) and databases for work unit.
• Assists in providing software and office equipment support.
• Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
• Performs other duties as assigned.

**ELIGIBILITY CRITERIA**

**EDUCATION:** High school diploma or equivalent.

**WORK EXPERIENCE:** A minimum of three years’ experience in general office support or related area.
Previous experience in the United Nations common system desirable.

**LANGUAGES:** Advanced English and Russian required. Knowledge of another official United Nations language is an advantage.

**KNOWLEDGE AND SKILLS:**
• Working knowledge of an Enterprise Resource Planning (ERP) system and in particular UMOJA desirable.

**ITC’S VALUES** are: Integrity, Professionalism, Respect for Diversity
ITC’S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

ITC’S MANAGERIAL COMPETENCIES are: Vision, Leadership, Empowering Others, Managing Performance, Building Trust, Judgment/Decision making.

For further information on competency based interview please click here

CRITICAL JOB-SPECIFIC VALUES AND COMPETENCIES

Core Competencies
- Professionalism
- Teamwork
- Planning & Organizing

TERMS OF SERVICE

Appointments with ITC are service-limited to this organization. The conditions of service are governed by the United Nations Staff Rules and Regulations. This is a fixed term appointment.

INDICATIVE ANNUAL SALARY AT THE G-4 LEVEL

Annual Salary (net of tax)

CHF 68,740 at single rate, with annual increments subject to performance.

For further information please consult the International Civil Service Commission website: http://icsc.un.org

HOW TO APPLY (POST SUBJECT TO LOCAL RECRUITMENT)

Candidates are required to complete an on-line application. To apply, please visit the ITC website at http://www.intracen.org/about/itc-careers/current-job-openings/ which provides all related instructions on how to complete the on-line personal history form (PHF). Candidates should also submit a motivation letter.

ADDITIONAL INFORMATION

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted. Information on the status of a vacancy can be obtained at: http://www.intracen.org/about/itc-careers/current-job-openings/

Applicants may be required to take the ITC Microsoft Office Proficiency Test (ITC uses Microsoft Office 2010) if not already having done so.

A written test may be held for this position. You must ensure that you are the sole author of the answers. Reference materials including your own work and material may be used if properly cited. Please be informed that software that detects plagiarism will be used to verify candidate’s answers.

Please note that candidates to this position may be considered for other ITC job openings subject to meeting the relevant eligibility and competency requirements.