



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO



Human Resources  
Ressources Humaines  
Recursos Humanos

# Building a career at the World Trade Organization

Hye Seung Lee, Head of Recruitment Services  
Human Resources Division  
World Trade Organization

# Agenda

---

- I. Who we are and what we do
- II. People working at the WTO secretariat
- III. Our compensation & benefits package offer
- IV. How we recruit...and how you can join us
- V. Q&A



---

# I. Who we are and what we do

# About the WTO

---

- established in 1995
- based in Geneva, Switzerland
- composed of 164 members and 21 observers
- operating under an annual budget of approx. 197 million Swiss francs
- a place where member governments try to sort out the trade problems they face with each other

# About the WTO (cont'd)

---

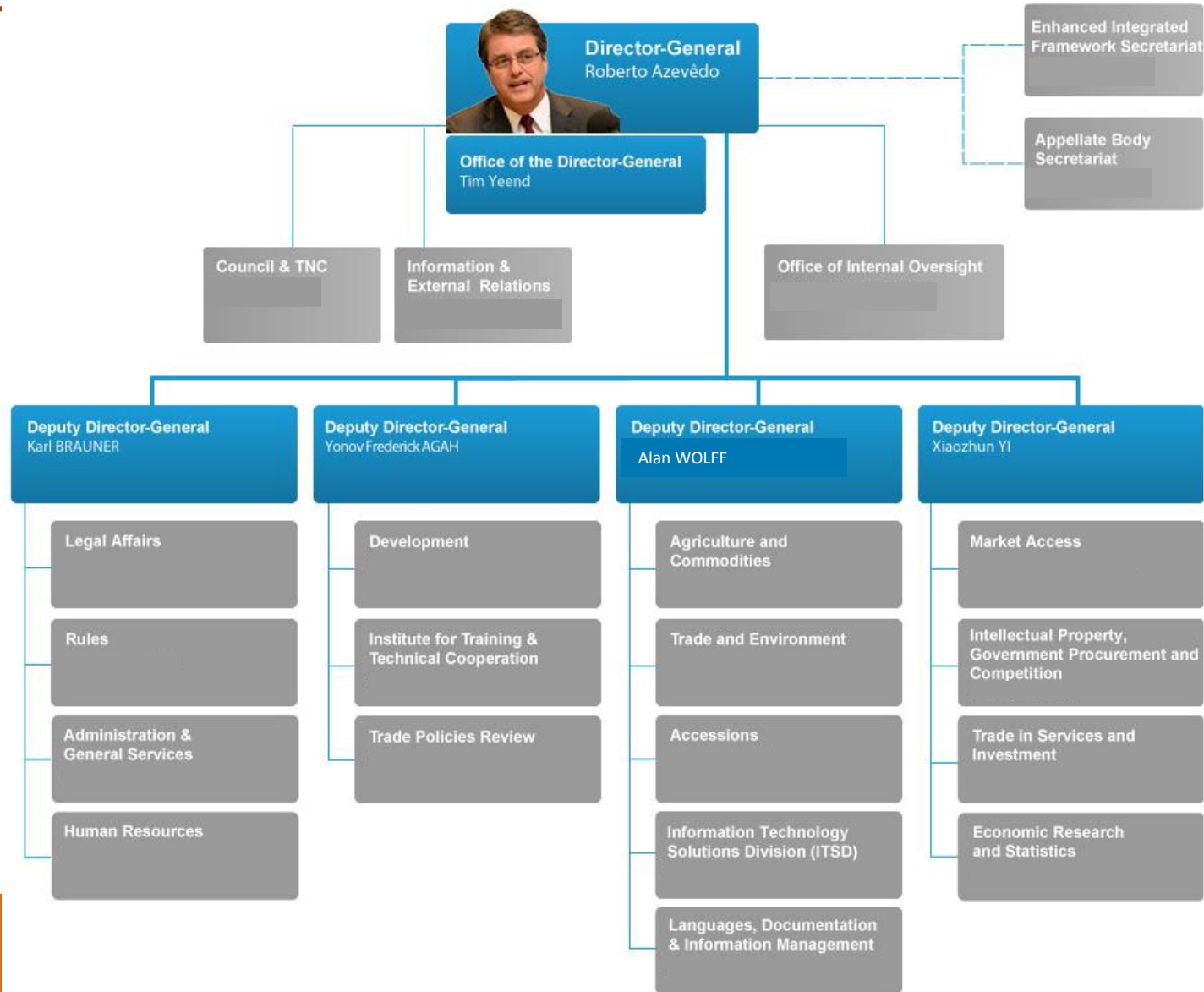
- Administering WTO trade agreements;
- forum for trade negotiations;
- handling trade disputes;
- monitoring national trade policies;
- technical assistance and training for developing countries;
- cooperation with other international organizations.

# The WTO Secretariat

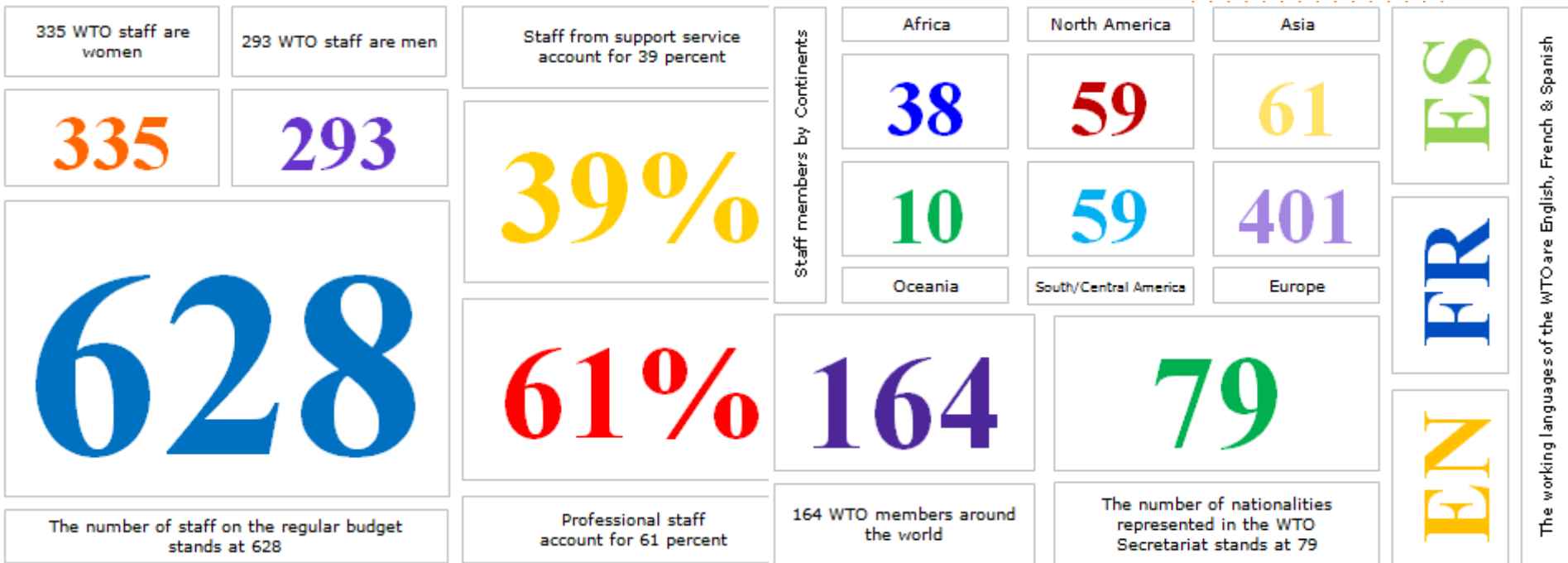
---

- The Secretariat supports the members to fulfil the WTO's mandate.
- The Director-General, Deputy Directors-General and Directors and staff of the various divisions all work towards accomplishing this mandate

# The WTO Secretariat



# The diversity speaks for itself...



The working languages of the WTO are English, French & Spanish



---

## II. People working at the WTO

# You can join the WTO as...

---

- an intern
- a fixed-term staff
- a Young Professional
- a temporary staff



# WTO internship programme

---

- Opportunity for graduate students or recent graduates to be exposed to the work of the WTO
- Paid internship (daily allowance of 60 Swiss francs)
- Intake all year round based on needs of divisions; up to 24 weeks
- 2.5 days' leave per month
- Applications accepted all year through e-recruitment system

## Eligibility

- National of a WTO member state or a country or customs territory engaged in accession negotiations
- At least one year of their postgraduate studies completed
- 21 – 30 years old

# China LDCs and Accessions Programme

---

- Sponsored by the Government of China - aims to help recent graduates and young professionals from LDCs and developing countries to gain work experience at the WTO
- Intake all year round; places limited; work in the Accessions Division
- Up to 10 months (CHF 60 daily allowance + travel expenses to and from Geneva covered)

## Eligibility

- National of a WTO member state or a country or customs territory engaged in accession negotiations
- At least one year of their postgraduate studies completed
- 21 – 30 years old

# WTO Support Programme for Doctoral Studies

---

- Aims to support the development of academic expertise on WTO issues in developing countries
- Advance own doctoral thesis during time at the WTO
- Intake throughout the year, managed by the Economic Research and Statistics Division

## Eligibility

- a national of a WTO member state or a country or customs territory engaged in accession negotiations; a national of an LDC or a developing country
- PhD studies or equivalent in economics, law, international relations or in a closely related WTO discipline, in the final stage, i.e. at the writing-up stage (75% minimum completion) of the thesis

# Young Professional Programme

---



# Young Professional Programme

---

- Aims to provide opportunities to nationals of less or non-represented members to be directly exposed to the work of the WTO
- Intake once a year based on vacancy announcement - assignment for one year (January – December)

## Eligibility

- Up to 32 years old
- Advanced university degree in relevant area
- Two years' relevant professional experience
- Excellent English skills
- Commitment and passion for WTO and international trade-related matters

# Fixed-term positions at the WTO

---

- Roles contributing directly to the mission of the WTO
  - Dispute settlement lawyers
  - Trade policy analysts/specialists
  - Legal or economic affairs officers
  - Research economists
  - Statisticians
- Roles contributing indirectly to the mission of the WTO
  - Press and external relations officers
  - Finance professionals
  - Human resources professionals
  - Information technology professionals
  - Information management specialists
  - Languages (translators and interpreters)
  - Administrative assistants and secretaries/assistants



# Dispute Settlement Lawyer

---

- Positions in Legal Affairs Division, Rules Division, Appellate Body Secretariat
- Assists panel members or Appellate Body Members on disputes or appeals
- Advanced university degree in law
- High level of legal drafting skills (English)
- Ability to analyse and think through a legal issue
- Ability to process and synthesize large amounts of information

# Economic/Legal Affairs Officers Trade Policy Analysts/Specialists

---

- Provides specialist advice on subject matter - support to bodies serviced by divisions (e.g. committees, working parties, negotiating groups, etc.), contributes to trade policy mechanisms, research and analysis
- Advanced university degree in economics, law, international relations or a relevant field
- High level of drafting skills, research and analysis skills

---

## III. Our compensation and benefits package offer

# The grade structure at the WTO

- Single grade structure covering professional and support jobs, from grade 1 to 10
- Support jobs: grade 1 to 7
- Professional jobs: grade 6 to 10
- Director positions: grades 11 and 12

	12		
	11		Director
	10		
	9		
	8		
Support	7		
	6	Professional	
	5		
	4		
	3		
	2		
	1		

# Compensation

---

- Competitive salary (exempt of national tax)
- Installation grant and removal costs\*
- Performance-based salary increments and rewards
- Dependency allowance
- Education grant for eligible dependent children\*
- Travel for home leave covered by the organization every two years\*

\*for internationally recruited staff

# Other benefits

---

- Health insurance
- Life insurance (optional)
- Pension plan
- Annual leave (30 days per year) and uncertified sick leave (up to 7 days per year)
- Maternity (16 weeks) and paternity leave (up to 4 weeks)
- Flexible work arrangements (e.g. compressed work hours, telecommuting etc.)

# Learning & development opportunities

---

- **Trade-related courses** (e.g. Mastering trade policy, In-house Foundation Programmes on Trade Economics and Trade Law, customized Negotiation Skills workshop, Community Forum)
- **Executive/Management Development** (e.g. coaching, leadership courses (in-house and general), action learning sets, strategic planning, etc.)
- **Personal Development / Other** (e.g. Language courses, interpersonal skills, project management skills, presentation skills, Preparing for a job interview, etc.)

---

## IV. How we recruit ... and how you can prepare



# How we recruit...

---

- Online application – WTO e-recruitment site  
(<https://e-recruitment.wto.org> )
- Vacancies announced on LinkedIn, Twitter, Facebook

## Selection Process:

- ✓ screening (may include remote test and/or asynchronous interview)
- ✓ assessment by selection panel (e.g. interview, written exam, presentations, role play etc.)
- ✓ personality assessment questionnaire,
- ✓ reference checks
- ✓ review by internal board and approval by Director-General

## How you can prepare

---

- Prepare your application with care – read what the vacancy is looking for (for internships, demonstrate your interest for trade related matters through your academic studies and other activities)
- Make sure you have the technical knowledge and skills
- Reflect on examples of behaviours sought after for the job and be ready to talk about it

---

# Thank you for your attention!

## Any questions?



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO



Human Resources  
Ressources Humaines  
Recursos Humanos