

DEPUTY HEAD OF MISSION TO THE WTO IN GENEVA
- EU Staff Members – AD 09-14 LEVEL POST
- Candidates from the Member States – AD 12 LEVEL POST

WE ARE

The European Union currently has 139 delegations, eight of which are to international organisations. In all, more than 1200 officials and 4100 other staff are currently serving in these delegations.

The work of a Delegation or Mission to an international organization covers in principle political matters, trade issues, press and information and external aspects of internal EU policies.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of the Permanent Mission to the World Trade Organization (WTO)**, which will become vacant in the context of the 2016 rotation exercise.

The Permanent Mission is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The Deputy Head of Mission assists the Head of Mission in all his tasks including the management of all staff (EEAS and Commission: 34 staff, of whom 8 are officials/temporary agents) and financial resources (2014 administrative budget of approximately €5.4m, including the press and information activities). The Administrative Section is shared between the EU Permanent Mission to the WTO and the EU Delegation to the UN Office and to other international organisations in Geneva.

The Mission's key area of work is trade policy within the framework of the EU's Common Commercial Policy. As a consequence the Mission works mostly directly with the Commissioner for Trade and with the Commission's Directorate-General for Trade, without prejudice to Article 221(2) TFEU.

WE PROPOSE

The Deputy Head of Mission will provide advice and support to the Head of Mission in all key areas and represent him in his absence. He/she will assist the Head of Mission in carrying out the following tasks:

- To represent the European Union, as appropriate, at the WTO;
- To ensure efficient overall operation of the Delegation and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section as well as on security issues;

- To co-ordinate the Mission's work across all sections;
- To pursue the EU's policies in all areas linked to trade policy, promoting and protecting the EU's interests and values, and to promote increased visibility of the EU by carrying out press, information and communication activities;
- to maintain contacts, exchange information and coordinate with Member States represented in the WTO and to report regularly to Headquarters (EEAS, DG Trade, and other relevant services as appropriate) on all matters covered by his/her mandate and maintain relations with third countries and international organisations and other stakeholders on WTO matters and EU trade policy;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of the EU's relations with the WTO.

WE ARE LOOKING FOR

ELIGIBILITY CRITERIA: Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in multilateral negotiations in the field of the EU's common commercial policy at the WTO and with third country WTO members;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations and multilateral affairs, as well as of internal policies, instruments and functioning of the Union, including of issues related to trade matters;
- have proven experience in and in-depth knowledge of the key areas of activity of the Mission;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have good knowledge and/or experience in budgetary, administrative and financial management.

Furthermore,

- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field;

would be a strong asset.

APPLICATION AND SELECTION PROCEDURE

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

CONDITONS OF EMPLOYMENT AND RECRUITMENT

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

PLACE OF EMPLOYMENT

SWITZERLAND, Geneva

JOB AVAILABLE FROM

1 September 2016