



## **Organisation of Eastern Caribbean States**

### **VACANCY**

#### **Technical Attaché I**

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between independent and non-independent states in the Eastern Caribbean.

The Organisation came into being on 18 June, 1981, when seven Eastern Caribbean countries signed a treaty agreeing to cooperate with each other and promote unity and solidarity among the Members. The Treaty became known as the Treaty of Basseterre, so named in honour of the capital city of St. Kitts and Nevis where it was signed. The 1981 Treaty was replaced in 2010 with a Revised Treaty of Basseterre, creating an economic union. This Revised Treaty was signed on 18 June, 2010 in Saint Lucia at the 51st Meeting of the Authority of the OECS. [Read More...](#)

Under the direction of the Technical Attaché III, the Technical Attaché I shall be responsible for assisting the Head to represent the interests of the OECS Member States in the work of the World Trade Organisation (WTO), United Nations Conference on Trade and Development (UNCTAD), World Intellectual Property Organisation (WIPO) and the International Trade Centre (ITC) and monitoring, analysing and reporting on the same.

#### **Duties and Responsibilities**

The Technical Attaché I shall be required to:

- I. Monitor and advise on developments and discussions on multilateral trade negotiations and the regular work of the WTO as assigned by the Technical Attaché III;
- II. Monitor and advise on developments and discussions on the work of UNCTAD, WIPO and the ITC as assigned by the Technical Attaché III;
- III. Provide advice and assistance with the implementation of WTO obligations by OECS-WTO members;
- IV. Provide research assistance in the areas of work covered by the Mission as assigned by the Head, Geneva Mission;

- V. Attend and articulate agreed OECS positions at assigned meetings at the WTO, UNCTAD, WIPO and ITC;
- VI. Prepare concise reports on developments and meetings attended at WTO, UNCTAD, WIPO and ITC;
- VII. Prepare concise briefings on relevant OECS issues;
- VIII. Prepare speaking points, statements and speeches for delivery at the WTO, UNCTAD, WIPO and other trade-related meetings;
- IX. Assist with and participate in WTO-related training activities for all OECS interests and personnel;
- X. Perform such other duties related to the work of the OECS Mission as may be required and assigned by the Technical Attaché III or Head, OECS Geneva Mission.

### **Competencies**

#### **Core:**

Drives with Purpose and Vision  
 Creates an Environment of Trust  
 Builds Effective Teams  
 Ensures Accountability  
 Demonstrates Decision Quality  
 Communicates Effectively

#### **Role:**

Analysis and Reporting  
 Consultation and Facilitation  
 Negotiation and Networking  
 Programme Management  
 Research  
 Strategic Intelligence

### **Reporting Relationships**

The Technical Attaché I will be expected to:

- (a) Exercise a high degree of responsibility and professionalism in the execution of duties;
- (b) Work with multi-disciplinary teams of professionals;
- (c) Respect the confidentiality of information and decisions of the Commission and its Institutions;
- (d) Work extended hours when the exigencies of the work of the Mission so require.

### **Qualifications, Experience and Skills**

- (a) At least a bachelor's degree in Economics or related discipline;
  - (b) Working knowledge of:
    - International trade negotiations;
    - International development and global issues;
    - OECS development issues;
- WTO certification in International Trade relations desirable;

- (c) At least three years' experience in an environment where regional and international trade matters are integral part of their mandate;
- (d) Experience in writing technical papers and briefs;
- (e) Good communication (writing, presentation) skills, with fluency in English. Ability to speak French would be an asset;
- (f) Computer literate, and should be well-acquainted with Microsoft Word, Excel, and PowerPoint.

### **Job Location**

The OECS Commission is headquartered in Saint Lucia and the position will be located in Geneva. The position of **Technical Attaché I** is open to nationals of OECS member states.

Interested persons are asked to forward a curriculum vitae, a cover letter and any other supporting documentation to [jobs@oecs.org](mailto:jobs@oecs.org). The deadline for submission is 12th January 2018.