



Organisation of Eastern Caribbean States

VACANCY

Technical Attaché II

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 Head, OECS Geneva Mission, the Technical Attaché II shall be responsible for assisting the Technical Attaché III 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 II shall be required to:

- I. Monitor and advise on developments and discussions on the work of UNCTAD, WIPO and the ITC as assigned by the Head of Mission;
- II. Participate and represent the OECS Member States in trade-related meetings with WTO Members and the Commission, NGOs, UN agencies, other special trade and economic-related agencies, and private sector associations.
- III. Prepare concise briefings on relevant OECS trade-related issues for appropriate circulation within and outside the OECS.
- IV. Prepare technical analyses of papers presented in the multilateral and other trade-related agencies, NGOs, or Member States to provide technical advice and options, and

to prepare proposals for meetings in the WTO, other relevant organisations, or in the OECS relating to trade;

- V. Provide advice and assistance with the implementation of WTO obligations by OECS-WTO members;
- VI. Prepare speeches/statements for delivery to the WTO and other trade-related meetings;
- VII. Assist with and participate in WTO-related training activities for all OECS interests and personnel;
- VIII. Liaise with capital-based contact points, Missions, High Commissions, Embassies, international organisations, and NGO/Civil Society Groups as directed;
- IX. Support and assist colleagues with their policy work;
- X. Represent the OECS Member States in meetings and other activities as a delegate both in Geneva and abroad, as may be determined by the Head, OECS Geneva Mission;
- XI. Perform such other duties related to the work of the OECS Mission as may be required and assigned by the Head, OECS Geneva Mission;
- XII. Perform such other duties as may be required and directed from time to time by the Head, 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 II 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 master's degree in International Trade or International Economics

(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 formulating trade matters (policy, negotiations) preferably in a developing country context;

(d) Experience in analysing primary and secondary statistical data and information to identify and monitor trends, issues and opportunities, and in developing appropriate briefs and reports;

(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 II** 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. The deadline for submission is Friday Jan 12th 2018.