

ACP/41/016/17
AFHR/HR/LM/bae

The Secretariat of the ACP Group has the vacant post of Expert in charge of Market Access and Trade Promotion (**Grade P4**) at the ACP Secretariat.

Below you will find:

- The job description of the post and
- The conditions of service and employment for the post.

Applications for this post should be sent to: **ACP Secretariat, 451 Avenue Georges Henri, 1200 Brussels - Belgium**, or by **e-mail to: hr@acp.int** and must reach the ACP Secretariat no later than **8 May 2017**.

Applications must be accompanied by updated curriculum vitae, copies of degrees, diplomas, certificates and any other document attesting to the competence and professional experience of the candidates, and contact details of at least one reference from each post held in the past 5 years of previous employment.

Candidates for the post must be nationals of Member States of the ACP Group and **must** therefore attach a copy of their valid passport for proof of nationality.

It is to be noted that only short-listed candidates will be contacted.

JOB DESCRIPTION FOR THE POST OF EXPERT IN CHARGE OF
MARKET ACCESS ISSUE – GRADE P4

Post Information	
Post Title: Expert, Market Access and Trade Promotion Organizational Unit: Sustainable Economic Development and Trade (SEDT) Supervisor/ Grade: Assistant Secretary-General; Sustainable Economic Development and Trade/ASG	Current Grade: P4

I. Organizational Context

Under the guidance and supervision of the Assistant Secretary-General for Sustainable Economic Development and Trade (SEDT), the Expert in *charge of* Market Access and Trade Promotion treats all matters relating to market access (rules of origin, tariff and non-tariff matters, and sanitary and phytosanitary measures); monitors developments in customs procedures and issues relating to trade facilitation, bring them to the attention of the ACP states and suggests solutions to increase trade and exchanges among ACP countries and with third parties; provides and mobilises assistance to ACP Countries for the favourable conclusion of market access and trade facilitation related international agreements; designs activities for follow up and implementation of market access and trade facilitation related international agreements including the relevant provisions of the Cotonou Agreement; provides support to the various ACP organs (Working Group, Subcommittees, Committee of Ambassadors, Council, Parliamentary Assembly, Summit) through the preparation of technical and strategic documents, reports and recommendations and other documents; participates in the formulation of programmes and projects to build the capacity of the ACP states and monitors their implementation; and follows up the decisions and resolutions of the ACP organs by undertaking concrete actions for their implementation.

The Expert in charge of Market Access and Trade Promotion works in close collaboration with the ACP regional and subregional organizations and monitors the activities of the relevant international organizations and other development partners with a view to sharing information and experience.

At the internal level, the Market Access and Trade Promotion expert works closely with staff from other Departments, services and offices of the ACP Secretariat in all areas pertaining to her/his work.

II. Functions / Key Results Expected in the following areas:

Summary of Key Functions:

- ❑ Treats all matters relating to market access (rules of origin, tariff and non-tariff matters, sanitary and phytosanitary measures and Technical barriers to trade);
- ❑ Monitors developments in customs procedures and issues relating to trade facilitation and bring them to the attention of the ACP states;
- ❑ Provides and mobilises assistance to ACP Countries for the favourable conclusion of market access and trade facilitation related international agreements aiming at increasing trade and exchanges among ACP countries and between ACP countries and third parties;
- ❑ Designs activities for follow up and implementation of market access and trade facilitation related international agreements including the relevant provisions of the Cotonou Agreement, participates in the formulation of programmes and

projects to build the capacity of the ACP states and monitors their implementation.

- ❑ Provides support to the various ACP bodies (Working Group, Subcommittees, Committee of Ambassadors, Council, Joint Parliamentary Assembly).
- ❑ Provides assistance in other related areas as may be requested by the supervisor and institutional development of the ACP Secretariat.

III. Impact of Results

The key results contribute to improvement of the ACP Secretariat's overall technical support to the ACP Group to enhance market access of the ACP Group Member States to both regional and International markets, develop new markets, strengthen regional integration and increase intra ACP trade.

IV. Competencies

Corporate Competencies:

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.
- Understands the structure and hierarchy of the ACP Secretariat, the organs of the Group and their interaction with the partners, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients.

Functional Competencies:

- Possesses good knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Continues to seek new and improved methods and systems for accomplishing the work of the unit.
- Excellent written and oral communication skills in English and/or French.
- Ability to provide specialized advice and guidance to external contacts.
- Ability to work independently without supervision; meet deadlines and in a multicultural, multiracial and multilingual environment.

Managerial Competencies:

- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients.
- Strong planning, organization, problem-solving, coordination and negotiation skills.

Behavioural Competencies:

- Ability to work in a multidisciplinary team of people from diverse cultures, expertise and experiences.

V. Recruitment Qualifications	
Education:	Masters degree or equivalent in international trade, economics international relations, political science, other social sciences or related fields
Experience:	Minimum of eight (8) years of progressively responsible professional experience in international trade, market access, trade development and/or international relations, with three (3) of them being at international level.
Language Requirements:	Good command of English or French or Portuguese or Spanish. A working knowledge of at least one of the other three would be an added advantage.

APPOINTING AUTHORITY

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.

Lien vers le modèle de CV :

In English: <https://europass.cedefop.europa.eu/editors/en/cv/compose>

En français: <https://europass.cedefop.europa.eu/editors/fr/cv/compose>