Vacancy Announcement

The Permanent Mission of Thailand to the World Trade Organization and the World Intellectual Property Organization in Geneva is seeking eligible and qualified applicants for the position of Trade Assistant. Details are as follows:

Position:	Trade Assistant
Application period:	Now - 6 November 2026
Salary:	Starting at CHF 4,035 per month, with possible bonus, overtime pay and other applicable benefits
Duration:	Full-time, starting from 1 December 2026 or at the earliest

Probation period and performance appraisal:

There will be a six-month probation period. After that, during the employment period, a performance appraisal will be conducted annually. Should the performance not be satisfactory, the Permanent Mission may, at its discretion, take measures including terminating the employment.

Job Description:

1. Conduct research and gather information relating to the rules, regulations and procedures of the World Trade Organization (WTO) and the World Intellectual Property Organization (WIPO), as well as relevant economic data and international trade statistics concerning the Swiss Confederation and other WTO and WIPO Members.
2. Study and analyse economic trends and relevant international trade statistics concerning the Swiss Confederation and other WTO and WIPO Members.
3. Liaise and coordinate with the WTO and WIPO, as well as relevant public and private sector agencies in the Swiss Confederation and other WTO and WIPO Members, including Thailand.
4. Receive and provide assistance and facilitation to visiting delegations.
5. Perform other duties as assigned, including interpretation (Thai–English–French / French–English–Thai), translation of documents, administrative and clerical work, and participation in meetings.

Qualifications Required:

1. At least 25 years of age.
2. A minimum of a Bachelor's degree in Business Administration, Economics, Marketing, International Trade, or other related fields.
3. Applicants must have excellent command of English, French and Thai, both written and spoken, including listening, speaking, reading and writing. Preference will be given to candidates with a high level of proficiency in all three languages.
4. Good computer literacy and typing skills in French, English or Thai.

5. Ability to work effectively as part of a team and to establish and maintain networks with public and private sector organisations.

6. Good interpersonal skills, ability to work well with others, service-mindedness and a high degree of flexibility in performing assigned duties.

7. Ability to travel for official duties, both domestically and internationally.

8. Relevant work experience will be an advantage.

Application Documents Required:

1. Curriculum Vitae (CV) or résumé detailing work experience, in either Thai, English, or French
2. One copy of educational certificate (s).
3. One copy of a French or English language proficiency test result.
4. One copy of a Thai national identification card or passport.
5. One recent photograph, taken within the last **six months**.
6. Certificate(s) of employment or work experience, if any. Any other supporting documents that may be relevant to the consideration of the application, if any.

Application process:

1. Applicants interested in this position must submit the required application documents in-person or via registered mail to the Permanent Mission of Thailand to the WTO and the WIPO, 79 route de Valavran, 1293 Bellevue, Switzerland or via email to gsa@thaiwto.com no later than 6 November 2026 at 18.00 hrs. Any inquiries regarding this vacancy may be directed to Mr. Phatana Saikhamchan at +41 22 929 52 23 or gsa@thaiwto.com.
2. Announcement of Shortlisted Candidates for Interviews : 9 November 2026
3. Interview : 12 – 13 November 2026
4. Announcement of the Successful Candidate : 16 November 2026

Issued on 30 September 2026

(Mrs. Pimchanok Pitfield)
Ambassador, Permanent Representative of Thailand
to the World Trade Organization
and the World Intellectual Property Organization,
on behalf of the Permanent Secretary of the Ministry of Commerce