



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity.  
As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

**Vacancy Notice No.:** EXT/F/18-25

**Issued On:** 8 May 2018

**Title:** Head, Language Services Branch

**Application Deadline (CET):** 5 June 2018

**Grade:** 10

**Division:** Languages, Documentation & Information Management

**Contract Type:** Fixed-term

**Duration:** Two years with the possibility of extension

**Starting Salary:** CHF 157,859 net per annum (approximate)

**Other** In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.

**Conditions:** The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy and home leave.

Additional information on the compensation package is provided on the WTO website:

[http://www.wto.org/english/thewto\\_e/vacan\\_e/comp\\_package\\_e.pdf](http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf)

**The Secretariat of the WTO is seeking to fill a position of Head, Language Services Branch of the Language, Documentation and Information Management Division. The selected candidate will be expected to take up the job as of 1 August 2018.**

### General Functions

Under the supervision of the Director of the Languages, Documentation and Information Management Division, the incumbent will have primary responsibility for supervising and managing the day-to-day operations of the Branch. The incumbent will also act as Chief of the English Translation Section. Key accountabilities will include:

1. Working with the Heads of Section, managing, monitoring and evaluating the ongoing performance of the Language Services Branch and the quality of its outputs and services; identifying and initiating actions for improvement and innovation, and advising the Director on any appropriate improvements; ensuring that the Branch produces high-quality results within the limits of the resources available by making the best use of its human and technological assets and by monitoring and implementing efficiency targets; promoting the sharing of best practices across sections and the Organization;
2. Applying industry best practices, especially in the area of technology, and, where appropriate, liaising with counterparts in other organizations. Proactively exploring ways of leveraging and implementing technological advances to streamline and optimize the productivity of the sections;
3. Defining priorities, formulating and developing guidelines and instructions governing translation, revision and terminology work; supporting the authoritative linguistic determinations made by the relevant heads of section;
4. Optimising the management of the Language Services Branch by obtaining efficiency gains in the translation and translation support areas, including by formulating and approving detailed work programmes, forecasts of planned workload and capacity, and statistics on real output;
5. Supervising the implementation of translation outsourcing policy;
6. Coordinating with Directors of other Divisions on all matters relating to translation, and representing the Organization at high-level meetings relating to translation policy;
7. Managing the staff and budgetary resources allocated to the Language Services Branch and to the English Translation Section;

8. Supervising the day-to-day operations of the English Translation Section, including the recruitment of temporary staff as required and the maintenance of a roster of temporary in-house and external translators;
9. Monitoring the quality of the Section's work; translating and/or revising particularly urgent or sensitive documents where necessary;
10. Collecting and analyzing statistical data and/or undertaking any other administrative activities that may be necessary.

## REQUIRED QUALIFICATIONS

### Education:

An advanced university degree, preferably in languages, translation, law, economics, or science and technology. Alternatively a basic university degree in the afore-mentioned disciplines combined with professional experience equivalent to an advanced university degree could be considered.

### Knowledge and skills:

Technical Knowledge and Skills:

In-depth knowledge of the translation business, including translation support activities;

Strong analytical skills;

Excellent drafting skills in English and an ability to draft in French or Spanish;

Proven experience in the use of computer-assisted translation and terminology software.

Behavioural Skills

The following interpersonal capabilities are required: ability to initiate and build relationships with a variety of people both inside and outside the Organization; to persuade others to a point of view using facts; to communicate and understand clear factual information; to supervise a group of people in their day-to-day work; to cope with and resolve conflicts in conformity with the relevant guidelines; and to work in a team where supporting and gaining the support of others is important to achieving her/his objectives.

### Work Experience:

Minimum ten (10) years' professional experience, of which at least eight (8) have been gained in international organizations.

The professional experience must include a minimum of eight (8) years, preferably ten (10) years or more, of accredited experience as a translator or reviser, and a minimum of five (5) years' managerial experience is required.

### Languages:

A perfect command of English, both oral and written, is required, together with a thorough knowledge of French and Spanish.

### Additional Information:

Only applications from nationals of WTO Members will be accepted.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 12 months, and may subsequently be called upon as and when the need arises for additional resources.

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APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

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Please note that all candidates must complete an online application form.

To apply, please visit the WTO's E-Recruitment website at: [erecruitment.wto.org](http://erecruitment.wto.org). The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date - Central European Time (CET) - stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED



The WTO is a non-smoking environment