



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/17-61

Issued on: 11 September 2017

Title: Documents Control Specialist

Application Deadline (CET): 9 October 2017

Grade: 4

Division: Languages, Documentation and Information Management (461,481)

Contract Type: Fixed-term

Starting Salary: CHF 65,035 net per annum (approximate)

Duration: Two years with the possibility of extension

Other Conditions: In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations. 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/vacane/comp_package_e.pdf

The Secretariat of the WTO is seeking to fill two positions of Documents Control Specialist in the Documents Management, Monitoring and Production Section of the Languages, Documentation and Information Management Division.

GENERAL FUNCTIONS

The Languages, Documentation and Information Management Division provides three distinct services: linguistic services, documentation services and information management services. The documentation services are composed of: planning, monitoring, documents production, quality control, electronic dissemination and archiving; text-processing; and graphic design, printing and distribution.

The purpose of the job of a Documents Control Specialist is to ensure the smooth organization of the documentary flow by planning, coordinating and controlling the processing of original, translated and typed documents emanating from Divisions, Translation Sections and Documents Production Team, and intended for distribution, reproduction and archiving. The job exists at various grades depending on the scope of responsibility and is one of the supporting functions in the Documents Management, Monitoring and Production Section.

Reporting to the Unit Coordinator, the incumbents will receive and track documents coming from requesting divisions, translation services and document production teams.

More specifically, the incumbents' responsibilities will include the following:

1. Receive and control all original versions of documents for services requested by divisions, and coordinate instructions for the various stages involved in the creation of a document; references, translation, production, document systems, reproduction and distribution.

2. Under the supervisor's guidance, monitor and track documents on the basis of set priorities;; set document processing requirements for each document and issue instructions to each Section; ensure that any change in the order of priorities is taken into account; Propose deadlines for work completion based on set priorities, for the Documents Production Teams and the Documents Reproduction and Distribution Section and check that they are met.
3. Under senior staff members' instructions, take charge of quality control of finalized documents in all three languages prior to their distribution in hard copy and electronic format, using an internal documents management system. The incumbent will be expected to provide information, help and clarification to divisional secretaries, administrative assistants and new users to the internal documents management system, on document processing procedures.
4. Classify completed jobs according to the requirements of the references and translation services. Circulate the daily list of document priorities to the officers responsible in the various sections when required.
5. After receiving training support, take on multiple tasks in document reception, electronic archiving and the final checking of documents in various formats (e.g. hardcopy, Word, PDF) in the three working languages of the Organization.

REQUIRED QUALIFICATIONS

Education:

Completion of secretarial or commercial secondary school. Specialized training and proven expertise in document formatting will be considered an advantage.

Knowledge and Skills:

Advanced skills in the use of MS Word and intermediate skills in MS Excel, MS PowerPoint and MS Access.

Experience using specialised software for document management or workflow management purposes will be considered an asset.

Excellent communication skills, including ability to explain technical information in simple language.

Excellent organizational skills including ability to prioritize, pay close attention to detail; ability to manage multiple assignments under strict deadlines.

Ability to work under pressure and to multitask with little direct supervision.

Ability to adapt quickly to changes in IT tools and workflow that form part of the job.

Excellent interpersonal skills and ability to work as part of a team, in a multicultural environment.

Tact and discretion and ability to adhere rigorously to requirements of confidentiality.

Work Experience:

Three to four years' relevant experience working in a documentation or document processing function.

Languages:

Good working knowledge of English and French is required, to be able to engage with colleagues in conversations and/or e-mail exchanges around daily work operation issues. Knowledge of Spanish would be an advantage.

Additional Information:

The work may require the incumbent to be available beyond regular working hours when necessary.

The position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

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.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: <https://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.