



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/18-51

**Issued On:** 5 October 2018

**Title:** Translation Coordinator

**Application Deadline (CET):** 2 November 2018

**Grade:** 4

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

**Contract Type:** Fixed-term

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

**Starting Salary:** CHF 64,579 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:

[https://www.wto.org/english/thewto\\_e/vacan\\_e/compensation\\_e.htm](https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm)

**The Secretariat of the WTO is seeking to fill a position of Translation Coordinator in the Languages, Documentation and Information Management Division.**

### General Functions

Under the supervision and guidance of the Chiefs of the three Translation Sections, the incumbent will be responsible for all operational functions related to the translation work. The main tasks will include but not be limited to the following:

1. Coordinating the various stages involved in the translation of documents. This includes receiving the documents sent by the responsible team; assigning work to internal and external translators in consultation with the Chiefs of Section according to availability; following up on deadlines; receiving the translations on return and sending them for revision and processing, as appropriate;
2. Carrying out administrative duties in connection with external translators, e.g. preparing contracts, calculating fees and sending payment instructions as appropriate;
3. Keeping track of the documents being translated, monitoring the status of translation work and updating the internal systems accordingly;
4. Maintaining up-to-date the online list of available permanent/temporary/external translators;
5. Keeping abreast of new technologies, methods and processes;
6. Replacing colleagues in internal and external translation operations as and when necessary.

### REQUIRED QUALIFICATIONS

#### Education:

Completion of secondary school and/or equivalent secretarial or commercial school.

### Knowledge and skills:

The incumbent must have the following technical knowledge and skills:

- Basic knowledge of the areas of work of the Division and the Organization;
- Excellent knowledge of the standard Microsoft Office programmes. Experience working with documentation workflow software would be considered an advantage.

The incumbent must have the following behavioural skills:

- Ability to work under pressure and deal with multiple tasks and conflicting demands;
- Excellent planning and organizational skills; ability to adhere to strict deadlines;
- Highly developed tact and discretion; ability to adhere rigorously to the requirements of confidentiality.
- Ability to relate to and build relationships with colleagues; to communicate information in a clear way and understand information clearly provided; to cope with and seek to address conflict situations with colleagues; and to work as a member of a team.

### Work Experience:

Three to four years' relevant practical experience is required.

### Languages:

Good speaking and writing skills in French and Spanish. A working knowledge of English (B1 level according to the Common European Framework of Reference) is also required.

### Additional Information:

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.

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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