



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/16-84

Issued on: 2 December 2016

Title: Assistant Information Management Specialist

Application Deadline (CET): 5 January 2017

Grade: 4

Division: Languages, Documentation and Information Management (479)

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/vacan_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill a position of Assistant Information Management Specialist in the Official Documents and Records Section of the Languages, Documentation and Information Management Division.

General Functions

Under the supervision of the Chief, Official Documents and Records Section, the incumbent will perform the following specific duties:

1. Catalogue, index, describe and organize information resources to ensure appropriate access and distribution using relevant metadata in electronic systems.
2. Maintain authority files, taxonomies and value lists.
3. Liaise with Divisions regarding routine information management issues and provide support, training and troubleshooting for users of specialized systems.
4. Provide assistance to Central Registry Notifications (CRN) Administrator, in particular when it is necessary to produce periodic reports and statistics on the status of notifications for both Members and the Secretariat.
5. Undertake any other administrative and/or data management activities as required.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary education. Formal vocational training in information management would be an asset.

Knowledge and Skills:

Knowledge of and experience in cataloguing, indexing, information classification and use of databases.

General office skills, including advanced knowledge of MS Word.

Effective communication and interpersonal skills.

Ability to work under pressure and adhere to strict deadlines; ability to take initiative and cooperate with other colleagues in a diverse international setting; ability to work independently yet to be a team player.

The work may require the incumbent to be available beyond normal working hours.

Work Experience:

Three to four years of relevant experience.

Languages:

Excellent speaking and writing skills in English, French or Spanish and a working knowledge of the other two.

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 18 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.