



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/17-64

Issued On: 29 September 2017

Title: Head, Documentation Branch

Application Deadline (CET): 27 October 2017

Grade: 10

Division: Languages, Documentation & Information Management

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 159,721 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

The Secretariat of the WTO is seeking to fill a position of Head, Documentation Branch in the Languages, Documentation and Information Management Division. The Documentation Branch comprises of 45 staff in the Documents Management, Monitoring and Production Section and the Graphic Design, Printing and Documents Distribution Section.

General Functions

Reporting to the Director, Languages, Documentation and Information Management Division, the incumbent will perform the following specific duties:

1. Manage the operations of the Branch.
2. Lead, motivate and provide guidance to the line managers and ensure skills are continuously developed through training and coaching. Build staff competencies to account of technological challenges and market considerations.
3. Shape and implement the strategy for the Secretariat in the area of documentation: best practices, formatting, document standards, technical support assistance in document manufacturing including the development and implementation of a Secretariat-wide training programme, distribution methods, PaperSmart initiatives, graphic design charter, etc.
4. Work closely with the sections to identify strengths and weaknesses of the business process and maximise opportunities to ensure cost effectiveness and operational efficiency while ensuring the optimization of processes.
5. Plan and budget the work of the Documentation Branch.
6. Formulate and develop guidelines, instructions and priorities governing services and, when appropriate, make authoritative determinations.
7. Coordinate with Directors of other Divisions and represent the Division at high level meetings for all matters relating to the Documentation Branch.

REQUIRED QUALIFICATIONS

Education:

An advanced university degree in industrial engineering, operational research or business/document management or another relevant field. Alternatively a university degree with proven additional professional expertise equivalent to a relevant advanced university degree may be considered.

Knowledge and skills:

Demonstrated experience in managing a large team, including the work and performance of staff. Ability to manage a heterogeneous group of people, motivating them, setting objectives and managing their performance.

Excellent analytical skills and proven experience and knowledge of methods to improve processes.

Good organizational skills including the ability to pay close attention to detail and keeping to agreed timelines and budget.

Very good technical skills, including process reengineering, information systems, and advanced knowledge of Word, Excel and PowerPoint.

Knowledge of how to develop and configure document management system features, such as user interfaces, access profiles, and document workflow procedures

A confident, flexible and initiative-taking attitude including ability to work independently.

Excellent interpersonal skills and the ability to interact with people of all backgrounds. Ability to initiate and build relationships with a variety of people both inside and outside the organization.

Ability to persuade others to a point of view using facts; to make presentations on a variety of subjects to a wider variety of audiences; to cope with and resolve conflicts through interpreting provided guidelines on how to resolve them; to work in a team where supporting and gaining the support of others is important to achieving her/his objectives; to communicate information in a clear way and to understand information.

Knowledge in core graphic design programming, i.e. Adobe Creative Suite as well as digital tools to visualize and evolve concepts to approved designs would be an advantage.

Work Experience:

A minimum of ten years' relevant experience with proven experience in operational research and including at least 3 years with managerial responsibilities. Experience with working with or establishing a document management system would be an advantage.

Languages:

Excellent speaking and writing skills in French and English. Knowledge of Spanish is an advantage.

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

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: 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