



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/17-39

Issued On: 5 July 2017

Title: Website Coordinator

Application Deadline (CET): 2 August 2017

Grade: 5

Division: Market Access

Contract Type: Fixed-term

Duration: Two years with the possibility of extension

Starting Salary: CHF 71,501 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 Website Coordinator in the Trade Facilitation Agreement Facility of the Market Access Division.

Trade facilitation-the simplification, modernization and harmonization of export and import processes- emerged as an important issue for the world trading system. WTO members concluded negotiations at the 2013 Bali Ministerial Conference on the landmark Trade Facilitation Agreement (TFA), which entered into force on 22 February 2017 following its ratification by two-thirds of the WTO membership. The WTO Trade Facilitation Agreement Facility (TFAF) was created at the request of developing and least-developed country (LDC) Members to help ensure that they receive the assistance they need to reap the full benefits of the Trade Facilitation Agreement, and to support the ultimate goal of full implementation of this new Agreement by all Members.

General Functions

Reporting to a senior officer, the incumbent will support the work of the TFAF including the TFAF website. More specifically, the incumbent will carry out the following functions:

1. Post news, events and content materials to the TFAF website in English, French and Spanish and coordinate the website translation.
2. Work closely with the TFAF team to put website-related projects and functions into operation and coordinate this work with the IT project manager and the web developer as necessary.
3. Create electronic surveys and questionnaires to be circulated online, manage the set of answers and provide assistance to respondents as necessary.
4. Coordinate the production of brochures and other publications with graphic designers in-house.
5. Contribute to any other activity of the TFAF including administrative, logistical and technical support to events organised by the Facility.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary education.

Knowledge and skills:

Excellent IT skills, including very good knowledge of the Microsoft Office Suite (e.g. Word, Excel PowerPoint).

Familiarity with web-based tools for uploading information to a website developed in Drupal.

Experience creating online forms with applications such as Formstack.

Excellent planning and organizational skills.

Understanding of the work of the WTO and the Trade Facilitation Agreement Facility.

Familiarity with procurement procedures in international organizations would be an advantage; familiarity with Oracle and iProcurement (or equivalent systems) would be an advantage.

Ability to work independently on specific tasks while relating to and building relationships with colleagues as part of a team; ability to manage time efficiently when working on several assignments subject to deadlines; ability to exercise initiative and judgement and to work under supervision as well as independently.

Work Experience:

At least 5 years of relevant practical experience including administering and managing a public website.

Languages:

Excellent speaking and writing skills in English and good knowledge of French would be required. Knowledge of Spanish would be desirable.

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.

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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

