

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 504

The Secretariat of the WTO is seeking to fill the position of External Operations Coordinator in the Text Processing Section of the Language Services and Documentation Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

- TITLE AND GRADE:** External Operations Coordinator – Grade 6¹
- STARTING SALARY:** Approximately Swiss francs 77,700 net p.a.
- OTHER CONDITIONS:** In accordance with WTO Regulations and Staff Rules and WTO Pension Plan Regulations.
- A package of expatriate benefits is available to staff recruited internationally
- TYPE OF APPOINTMENT:** Fixed-term contract for two years, with possibility of extension.
- GENERAL FUNCTIONS:** Under the supervision of the Chief of the Text processing Section, the incumbent will carry out the following tasks:
- (a) collating and verifying work received from a variety of sources and establishing priorities in consultation with Unit Coordinators;
 - (b) distributing work, both in hard copy and electronically, to members of staff working from home and freelance text processing specialists, in function of agreed priorities, difficulty, size and volume, work already in process and availability and capabilities of the operators and providing instructions on the requirements of each job;
 - (c) monitoring the production of work to ensure compliance with rules and standards and delivery within established deadlines;
 - (d) operating the section's Document Management System to maintain records of operations and track the status of work carried out off premises;
 - (e) contributing to the establishment of a WTO on-line manual on text processing rules and standards. Proposing, modifications in methods of work, equipment and text processing rules and standards particularly as regards work carried out off premises and keeping abreast of new or revised text processing and data transmission methods and software packages;
 - (f) providing administrative oversight of operators working externally and keeping records of work performed by contractors off premises for billing purposes, maintaining leave records for members of staff working from home, and

¹ The post may be offered at a lower grade if the selected candidate does not fully meet all of the required qualifications.

providing guidance to staff. Advising on appropriateness of equipment and software and on the suitability of candidates for temporary and regular positions and for contracted work.

**REQUIRED
QUALIFICATIONS:**

Completion of secondary school and/or secretarial or equivalent commercial school. Specialized training and expertise in document scanning, formatting, regrouping and structuring. Excellent knowledge of Microsoft OFFICE suite and web authoring software as well as file transfer (FTP, HTTP), compression and encryption tools such as WINZIP.

A minimum of eight years of experience in the occupational area.

LANGUAGES:

The work requires an excellent knowledge of one, proficiency in a second and some knowledge of a third working language in order to manage the production of documents off premises.

APPLICATIONS:²

Please use the online application form which may be downloaded from the WTO website – www.wto.org - under "vacancies". If you are unable to download the application form, please send an e-mail or fax to the Human Resources Section requesting the form. A completed form may also be submitted to the following address:

Director, Administration and General Services Division
(Human Resources Section)

WTO

Centre William Rappard

154, rue de Lausanne

1211 Geneva 21

Switzerland

E-mail: humanresources@wto.org

Fax:: +41-22-739 5772

Please do not send your application via multiple routes. It is not necessary to follow your application up with copies of qualifications, previous employment contracts, entire publications, etc.

Candidates **must** indicate clearly in section 15 of the application form the Vacancy Notice No. 504.

Applications will **not** be acknowledged. Only applicants possessing the required qualifications will be taken into consideration. Only the successful candidate will be notified of the outcome of the competition.

Candidates are kindly requested to refrain from enquiring about progress of their application.

**CLOSING DATE OF THIS
VACANCY NOTICE:**

18 December 2003

No applications will be considered after this date.

² Only applications from nationals of WTO Members will be accepted.