



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/18-69	Issued on: 7 December 2018
Title: Chief of Section (Records and Archives Management)	Application Deadline (CET): 8 January 2019
Grade: 8	Division: Language, Documentation and Information Management (262)
Contract Type: Fixed-term	
Starting Salary: CHF 111,652 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: https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm

The Secretariat of the WTO is seeking to fill a position of Chief of Section (Records and Archives Management Section (RAMS)) in the Information Management Services (IMS) Branch of the Language, Documentation and Information Management Division. The Information Management Services Branch - composed of the Official Documents and Records Section, the Library Section and the Records and Archives Management Section - aims to identify and provide appropriate access to all relevant internal and external information. This entails adding value to information by capturing, indexing, storing, preserving and disseminating it. Information resources are managed and disseminated through the WTO websites and repositories for documents, records and archives, correspondence, notifications and library content. The Records and Archives Management Section is in charge of the custody and control of Secretariat records and informational assets, in both paper and electronic formats, by leading their management, access, retention, storage, preservation and disposition, with the purpose of protecting them as evidences of actions and of ensuring accountability to present and future users.

General Functions

Under the supervision of the Head of IMS, the incumbent will have the primary responsibility for supervising and managing the RAMS. In addition, the incumbent will participate in decision-making, planning and the development of strategies relative to the management of information resources. Key accountabilities will include:

1. Lead, plan and manage the work of the RAMS to ensure high quality services are delivered in an effective, efficient and timely manner. Ensure skills of staff are continuously developed through training or coaching. Manage a team of 5 staff members and interns and budgetary resources allocated to the section.

2. Establish and implement strategies, guidelines and procedures to collect, assess, organize and preserve the WTO's information assets in all forms (paper, image, audio, video, electronic record, etc.). This includes ensuring conservation of information resources and implementing a disaster recovery plan; and elaborating collection development and acquisitions programmes to ensure the continued reception and relevancy of information where applicable.
3. Ensure the maintenance of information systems in order to allow for swift and accurate retrieval of information, thus making resources easily accessible to those who need them. In coordination with the Information Technology Solutions Division, analyse user needs, propose functional specifications for an information system serving these needs and supervise development of the IT solutions chosen.
4. Ensure that the WTO's archive policies (disclosure policy, user service policy, etc.) in the field of information management remain aligned with the WTO business needs.
5. Establish procedures and training programmes for WTO staff on the organization of collections, management, access and use of resources. Liaise with divisions to raise awareness and develop understanding of preservation of information resources.
6. Respond to requests from WTO staff, Members, organizations and individuals outside the WTO and represent the WTO on missions and at meetings.

REQUIRED QUALIFICATIONS

Education:

An advanced university degree in archives records management, library science, or information management or a basic university degree plus a qualification in this field recognized by a professional body that is equivalent to an advanced university degree.

Knowledge and Skills:

Technical Skills:

Demonstrated professional experience in and knowledge of indexing, analysing and describing archive materials and records according to internationally recognized standards.

Demonstrated knowledge of and experience in the use of state-of-the art electronic records management tools.

Use of IT (Information Technology) tools relevant to information organization and retrieval (e.g. search engines) would be an asset.

Capacity to think strategically and develop plans to better integrate the section into the WTO and to bring value to the assets available.

Ability to successfully initiate and manage change.

Project management skills.

Ability to draft accurately concisely and clearly in English.

Behavioural Skills:

Proven ability to supervise a group of people in their day-to-day work, and to manage, motivate and lead a service.

Capability to work harmoniously in a multi-cultural environment.

Capability to persuade others to a point of view using facts.

Capability to present technical facts to knowledgeable specialised audiences.

Capability to communicate information in a clear way and to understand information; capability to initiate and build relationships with a variety of people both inside and outside the organization.

Capability to manage and diffuse tension.

Capability to work in a team where supporting and gaining the support of others is important to achieving her/his objectives.

Work Experience:

Minimum five years' relevant professional experience, including at least 3 years of supervisory responsibilities.

Languages:

Excellent command of English, both oral and written (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)) and a good working knowledge of French (minimum B2 level according to the CEFR). Knowledge of Spanish would be an asset.

Shortlisted candidates will be asked to provide proof of their language skills under a recognized framework (e.g. CEFR, IELTS, etc.) unless the language in question is their mother tongue. The language skills of shortlisted candidates who are unable to provide proof of their language proficiency will be assessed as part of the selection process.

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.

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.