



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/18-62	Issued on: 20 November 2018
Title: Chief – Graphic & Event Design, Print and Distribution	Application Deadline (CET): 18 December 2018
Grade: 8	Division: Language, Documentation and Information Management (235)
Contract Type: Fixed-term	Duration: Two years with the possibility of extension
Starting Salary: CHF 111,652 net per annum (approximate)	
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 the position of Chief – Graphic & Event Design, Print and Distribution in the Documentation Branch of the Language, Documentation and Information Management Division. The Documentation branch comprises the Documents Management, Monitoring and Production Section and the Graphic & Event Design, Print and Distribution section.

General Functions

Under the supervision of the Head of the Documentation Branch, the incumbent will have the primary responsibility for supervising and managing the Graphic & Event Design, Print and Distribution section. In addition, the incumbent will participate in decision-making, planning and the development of strategies relative to establishing best practices in those areas. Key accountabilities will include:

1. Lead, plan and manage the work of the Graphic & Event Design, Print and Distribution section 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 staff and budgetary resources allocated to the section.
2. Establish and implement strategies, guidelines and procedures to plan, develop, visualize and evolve concepts to approved designs in various media.
3. Oversee design projects (print, visual, multimedia) from the initial phase of reviewing internal and external WTO client requirements to the final stages of production and distribution. This includes meeting with clients to understand the scope of the project, ensuring project team is fully aware of details and progress of each project, ensuring a high-quality, timely and on-budget delivery of all projects.

4. Ensure IT software and hardware for the elaboration of designs and printing equipment is maintained adequately and is up-to-date or state-of-the-art.
5. Ensure WTO brand identity is maintained throughout all projects, helping to promote visually the WTO in a positive manner to all stakeholders.
6. Contribute to ensuring an effective service is provided to internal and external WTO clients through process optimisation and business continuity planning. This entails researching and drafting business case proposals for cost effective systems that address the strategic needs of the Organization.
7. Research, plan, write and execute requests for proposals for the replacement or updating of key equipment used in the production of design projects and/or business continuity planning projects.
8. Undertake any other administrative and/or data management activities as required.
9. 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:

Advanced university degree (Master's degree or equivalent degree) in business administration, management or related area. Alternatively a first-level university degree with proven additional professional expertise equivalent to a relevant advanced university degree could be considered.

Knowledge and Skills:

Technical knowledge and skills:

Demonstrable experience developing and implementing communications strategies to ensure that publications and events are publicized appropriately.

Advanced knowledge of digital publishing and multimedia production tools (Adobe Creative Suite, XML publishing, digital video production, etc.).

Proficiency with Microsoft Office, including Word and Excel, and adept in creating professional PowerPoint presentations.

Demonstrated budget management and financial skills.

Strong analytical skills and proven experience managing complex projects, including change management projects.

Excellent verbal and written communication skills, including the ability to clearly articulate messages to a variety of audiences e.g. technical/scientific and lay stakeholders.

Behavioural skills:

Ability to manage a heterogeneous group of people, motivating them, setting objectives and managing their performance.

Ability to think out of the box, lead and stimulate continuous process improvement.

Ability to influence others and move toward a common vision or goal.

Excellent interpersonal, motivational, and communication skills.

Ability to develop high performing teams, giving clear direction in order to influence strategies and services.

Ability to relate to and build relationships with colleagues including people within and outside the organization.

Ability to face and cope with conflict situations.

Ability to work harmoniously in a multi-cultural environment.

Ability to adapt quickly to different environments and to work under pressure.

Work Experience:

A minimum of 5 years of relevant experience at the international level, including demonstrated professional experience in digital publishing and/or communications for conferences is required.

Experience in managing a service and a proven track record in overseeing the production of technical publications and other communication material for high-level conferences and/or events at the international level is required, as is experience with large-scale organizational change efforts. Experience managing third party graphic designers, web designers and videographers to create unique and engaging content (print, audio and video) would be an asset.

Languages:

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