



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/16-16

Issued on: 8 March 2016

Title: Head of Press Section

Application Deadline (CET): 5 April 2016

Grade: 10

Division: Information and External Relations (15)

Contract Type: Fixed-term

Starting Salary: CHF 161,395 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:

http://www.wto.org/english/thewto_e/vacancies_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill the position of Head of Press Section in the Information and External Relations Division.

General Functions

The incumbent will undertake the following functions:

1. Lead and manage the Press Section; ensure clear roles and responsibilities, performance assessment and career development of staff; mentor and coach them.
2. Contribute to the work of the Director, for example by assisting with media preparations for Ministerial meetings, informing the Director of developments, contributing to the development of the WTO's media strategy, or liaising with the DG's office in the absence of the Director.
3. Ensure the development and dissemination of communications material (press releases, speeches, information bulletins, World Trade News, website stories, etc.) on WTO activities to Parliamentarians, civil society, the media, other target groups and internally to the WTO.
4. Follow closely the work of specific WTO Committees and Councils and provide press briefings on specific WTO issues related to those WTO bodies.
5. Ensure senior management is kept current of emerging new stories of interest and relevance.

6. Establish and maintain effective working relationships with journalists and provide training for them on WTO and trade-related issues. Assist in organizing and conducting WTO-sponsored workshops for journalists.
7. Give presentations to the public groups visiting the WTO.
8. Maintain and develop his/her knowledge of WTO issues and keep up to date with developments involving civil society and Parliamentarians, while ensuring that those in other sections are appraised of media developments.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree level in journalism, public relations or another relevant field, or a university degree with proven professional expertise equivalent to an advanced university degree.

Knowledge and Skills:

The applicant must possess excellent knowledge of WTO, trade and macroeconomic issues. The applicant must also be a strong communicator with excellent speaking, writing and journalistic skills. The applicant must be well versed in the use of relevant communications tools, including social media, websites and audio/visual. The applicant must have the capacity to speak with clarity and authority.

The applicant must have the following interpersonal capabilities: to initiate and build relationships with a variety of people both inside and outside the organization; to communicate complex abstract ideas to an audience of informed people and understand ideas when communicated by others; to persuade others to a particular point of view which may challenge others' values and beliefs; to make presentations on a variety of subjects to a wide variety of audiences; to cope with and resolve conflicts through interpreting provided guidelines on how to resolve them; to supervise a group of people in their day-to-day work; and to work in a team where supporting and gaining the support of others is important to achieving his/her objectives.

Work Experience:

Minimum ten years' experience in journalism, public relations or as a press officer in a government or another international organization. Experience managing teams and projects is important.

Languages:

Excellent speaking and writing skills in English are essential, as is a good working level of French. Knowledge of Spanish and/or other languages spoken by WTO Member countries 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.

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.