

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. 510

The Secretariat of the WTO is seeking to fill the position of Bookshop Coordinator in the Editorial and Publications Unit of the Information and Media Relations Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

TITLE AND GRADE:	Bookshop Coordinator – Grade 7 <sup>1</sup>
STARTING SALARY:	Approximately Swiss francs 85,100- net p.a.
OTHER CONDITIONS	<p>In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.</p> <p>A package of expatriate benefits is available to staff recruited internationally</p>
TYPE OF APPOINTMENT:	Fixed-term contract for two years, with possibility of extension.
GENERAL FUNCTIONS:	<p>Under the supervision of the Manager of the Editorial and Publications Unit, IMRD, the incumbent will be responsible for operation of the WTO bookshop located in the Centre William Rappard, and will coordinate its activities, in particular, the following:</p> <ul style="list-style-type: none"><li>(a) organize and maintain the content of the bookshop including the selection of all publications and related materials which are offered for sale. This involves keeping up to date with new literature in international trade, from the WTO and from other publishers, to ensure relevant new titles are ordered and kept in stock;</li><li>(b) provide individual service to clients of the bookshop, including guidance on publications, making and registering sales;</li><li>(c) maintain the accounts of the bookshop, including records of sales and of expenditures for renewal of stocks; provide periodic reports on sales;</li><li>(d) produce a periodic catalogue of publications offered for sale in the bookshop;</li><li>(e) participate in the work of promoting WTO publications in the bookshop, at trade fairs and through displays at special events;</li><li>(f) maintain the photo library and respond to requests by press, delegations etc for copies of photos.</li></ul>

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

- (g) supervise lower-level support staff by organizing the work, determining priorities, providing guidance, instructions and training, contributing to the performance evaluation reports and resolving performance problems.

**REQUIRED  
QUALIFICATIONS:**

Completion of secondary school and/or equivalent secretarial, technical or commercial school; specialized training within a relevant field. At least 15 years of relevant work experience at increasing levels of responsibility and a demonstrated ability to supervise lower-level staff. Ability to conduct sales and provide advice to customers; experience with computers sufficient to work with a computerized sales and inventory control system; ability to represent WTO publications at trade fairs and other special events; experience in maintaining sales and finance records and in ensuring bookshop inventory is current and constantly renewed. Experience in working as a member of a team to achieve objectives for publications sales, customer service, and the range and quality of the products offered through the bookshop.

**LANGUAGES:**

An excellent knowledge of English as well as proficiency in either French or Spanish. A good knowledge of the third language would be an asset.

**APPLICATIONS:<sup>2</sup>**

Please use the online application form which may be downloaded from the WTO website – [www.wto.org](http://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](mailto: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. 510.

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:**

**4 March 2004**

No applications will be considered after this date.

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<sup>2</sup> Only applications from nationals of WTO Members will be accepted.