

**WORLD TRADE ORGANIZATION**

WTO

Geneva

Vacancy Notice No. 517

The Secretariat of the WTO is seeking to fill the position of Website Assistant in 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:** Website Assistant – Grade 5<sup>1</sup>
- STARTING SALARY:** Approximately Swiss francs 72,400 net p.a.
- OTHER CONDITIONS:** In accordance with WTO Staff 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 for two years, with possibility of extension.
- GENERAL FUNCTIONS:** The incumbent will serve in the Information and Media Relations Division and will carry out the following tasks:
- (a) Daily posting of news materials to English, French and Spanish websites, including HTML coding, document conversions, linkages within the site.
  - (b) Coordination with other web team members and with Divisions on posting and formatting of web pages.
  - (c) Creation of graphics, animations, and special effects; digital video editing and creation of compressed streaming files for the web.
  - (d) Manipulation of JavaScript for integration with Documents Online and other databases.
  - (e) Coordination of translations for the website.
  - (f) Use of specialized software for the creation of scripts, animations and for the programming of CD-Rom applications.
  - (g) Testing and adaptation of new software utilities for the web site to improve the performance of tools such as Search engines, chat rooms, etc.
  - (h) Regular direct contacts with professionals in WTO Divisions which have a section on the WTO internet pages with a view to enhancing web page content.

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

**REQUIRED  
QUALIFICATIONS**

Completed secondary education. At least 5 years of relevant practical experience. The candidate must possess in-depth knowledge of the full range of tools required for web publishing. This includes FrontPage, DreamWeaver, Photoshop, Illustrator, Macromedia Flash, Acrobat Distiller, MS Office and FTP transfer software. The candidate must have strong graphic design skills and sufficient knowledge of HTML, JavaScript and CSS to overcome software limitations. Knowledge of digital video editing and compression techniques would be an advantage. Familiarity with the WTO website, Documents Online and WTO documentation would be an advantage. A demonstrated ability to work quickly and accurately under pressure is essential.

**LANGUAGES:**

Excellent knowledge of English or French and a working knowledge of the other as well as of Spanish.

**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

Fax: + 41-22-739-57-72

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. 517.

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:**

**19 May 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.