



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

The recruitment policy of the WTO shall be 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.

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**Vacancy Notice No.:** EXT/L/11-31

**Issued On:** 9 December 2011

**Title:** Head of Communications

**Application Deadline (CET):** 23 January 2012

**Grade:** 8

**Division:** Enhanced Integrated Framework Executive Secretariat (LT10)

**Contract Type:** Fixed-term

**Starting Salary:** CHF 118,600 net per annum (approximate)

**Duration:** One year. The contract may be renewed subject to the fully satisfactory performance of the incumbent and the continued availability of funds.

**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/vacan\\_e/comp\\_package\\_e.pdf](http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf).

**The Secretariat of the WTO is seeking to fill the position of Head of Communications in the Enhanced Integrated Framework (EIF) Executive Secretariat, administratively housed in the WTO. Serving staff members interested in the position are also invited to apply.**

### **General Functions**

Under the direction and supervision of the Executive Director of the EIF Executive Secretariat, the incumbent's duties will focus on providing leadership and support in the implementation of the EIF communication strategy. This will entail ensuring that all communication efforts support all aspects of the program delivery including working with EIF countries to deliver national communication plans and managing a communications capacity building programme at country level. The position will also take a lead in advocacy efforts on the EIF at the global level, building networks with partners as well as showcasing results, raising the profile and boosting knowledge of the EIF and overseeing wider press, publicity and online activities.

Specific responsibilities include, *inter alia*, the following:

1. Enhancing the EIF delivery through:

- Providing technical communications input and guidelines to EIF countries on their national communications efforts alongside exchanging good practice examples.
  - Rolling out a series of capacity building efforts and training to EIF countries, that supports countries' engagement with national stakeholders and partners with targeted awareness raising, advocacy and outreach activities.
  - Advocating the EIF to existing and potential donors, agencies, government, private sector, civil society and the media through, among other areas, maintaining a high profile presence and engagement at global, regional and national platforms.
2. Showcasing results, raising the profile and boosting knowledge of the EIF to build wider constituency of support through:
    - Maintaining strategic oversight of the EIF press, publicity and digital plans managed by the Communications Officer to include new discussion fora and social media.
    - Leading the creative input into future work plans in all areas in the core languages and providing training to the EIF core team on wider communications efforts as needed.
    - Providing high-level strategic opportunities and influencing briefs for the EIF Executive Director to build media profile in interviews, high-level representation and other as required.
  3. Supporting EIF governing bodies (EIF Board and EIF Steering Committee) by providing administrative support to the EIF Board and EIFSC.
  4. Undertaking EIF-related missions to LDCs or elsewhere as required.
  5. Assisting in supporting country coordinators as required.
  6. Performing any other tasks that may be assigned as part of the work of the EIF Executive Secretariat

## **REQUIRED QUALIFICATIONS**

### **Education:**

In addition to a basic university degree, theoretical knowledge and/or proven professional expertise equivalent to an advanced university degree level in Communications or International Relations-related field is required.

### **Knowledge:**

Sound knowledge of trade and related development issues is desired. Core skills include excellent communication and interpersonal skills with proven influencing and negotiating skills in a multi-stakeholder environment together with strong planning, analytical and team management competencies.

### **Work Experience:**

Minimum 5 years' relevant experience required, including proven professional expertise in communications at international level; development focus strongly preferred. Expertise in designing and delivering communications strategies, communications operational experience at country and international level is an advantage.

### **Languages:**

Excellent knowledge of oral and written English and very good working knowledge of French are required.

**Additional Information:**

The position may be offered at a lower grade if the selected candidate does not fully meet the required qualifications.

The position requires frequent travel to EIF countries.

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APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

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All applicants are encouraged to apply 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 [click here](#) for the application form.

If you are unable to download the application form, please send an e-mail or fax to the Human Resources Division requesting the form.

A completed form may also be submitted to the following address:

Director, Human Resources Division  
WTO  
Centre William Rappard  
154, rue de Lausanne  
CH-1211 Geneva 21  
Switzerland  
E-mail: [humanresources@wto.org](mailto:humanresources@wto.org)  
Fax: +41 22 739 5772

Please do not send applications via multiple routes, It is not necessary to follow your application up with copies of qualifications, previous employment contract, online publications, etc.

Candidates must indicate clearly in Section 15 of the application form the Vacancy Notice No. **EXT/L/11-31**

Applications will not be acknowledged.

Only applicants possessing the required qualifications will be taken into consideration.

Only successful candidates will be notified of the outcome of the competition.

Candidates are kindly requested to refrain from enquiring about the progress of their application.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE  
CLOSING DATE WILL NOT BE ACCEPTED

**The WTO is a non-smoking environment.**