The Secretariat of ICITO/GATT is seeking to fill the position of Publications Manager in the Publications Unit. Applications from men and women are equally welcome. Serving staff members who may be interested in this position are also invited to apply.

POST: Publications Manager

CATEGORY AND LEVEL: Professional - P.4


TYPE OF APPOINTMENT: Initial fixed-term appointment (one year)

ORGANIZATIONAL LOCATION: Information and Media Relations Division

GENERAL FUNCTIONS: The Publications Manager will be responsible for the Publication Unit, a part of the Information and Media Relations Division. The Unit is responsible for the design, production and marketing of all GATT publications, working partly with other divisions from which editorial material is generated. The Unit makes use of outside design consultants while production is handled both in-house and by external printers. The publications output ranges from a GATT newsletter (Focus) to large printed volumes of national trade policy reports and the official records of GATT proceedings and agreements.

DESIRABLE QUALIFICATIONS: The successful candidate will have a considerable professional background in the printing and publishing sector. He or she should have solid experience in choosing and dealing with out-of-house printers as well as in handling internally-produced publications through "desktop" publishing techniques. An interest in and familiarity with publications marketing will also be an advantage.

\(^1\)This allowance is adjustable according to movements in the cost of living and to changes in the official United Nations rate of exchange between the US dollar and the Swiss franc. The figures mentioned above, which should be added to the base salary figures, are based on the exchange rate for March 1990.
LANGUAGES

Fluent French will be a necessity as well as a good grasp of English.

APPLICATIONS:

A formal application should be submitted to:

Chief of Personnel
ICITO/GATT
Centre William Rappard
Rue de Lausanne 154
1211 Geneva 21
Switzerland

CLOSING DATE OF 15 May 1990

THIS VACANCY NOTICE: