



General Secretariat (GS)

Geneva, 3 May 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 16

Subject: **Vacancy Notice No. 13P-2022/SG-C&P/EXTERNAL/P5**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 04/07/2022 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 13P-2022/SG-C&P/EXTERNAL/P5**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE NO. 13P-2022/SG-C&P/EXTERNAL/P5

Date of Issue: 3 May 2022

Currently accepting applications

Applications from women are encouraged

Functions: Head, Spanish Language Section

Post Number: CF22/P5/44

Deadline for Applications (23.59 Geneva CH)
: 4 July 2022

Duration of Contract: 2 years with possibility
of renewal for 2 additional years

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Organization Unit:

The Conferences and Publications Department is responsible for ensuring communication between people involved in ITU activities and for the dissemination of ITU products, through its conference services (conference organization and logistics), language services (translation and interpretation in the six official languages, prÃ©cis-writing, terminology and reference services) and documentation and publications services (text capture and text processing, electronic document management, publication composition, reproduction and distribution of paper and physical electronic products).

Duties / Responsibilities

Under the supervision of the Chief, Conferences and Publications Department (C&P), the incumbent performs the following duties:

- Leads the translation team and manages, organizes, and oversees the Section's work, including text- processing, ensuring the provision of prompt and efficient translation, text-processing and other language services. Studies, evaluates and introduces new working methods, based on the latest developments in the field of translation, text-processing and information technology, making full use of the available tools, such as machine translation, and actively seeking to apply them to their daily work.
- Plans the human resources of the Section, based on the workload and the forecast, from recruitment and training to evaluation, as well as the outsourcing of work to translation companies or consultants. Allocates the work of the Section ensuring sufficient human resources at all times, within the available budget. Oversees the compilation of statistics for the work of the Section. Closely monitors and approves overtime work within the Section. Ensures continuous learning and development plans for staff.
- Supervises and monitors the quality of the work done in the Spanish Language Section. Supervises closely and oversees training of new translators. Advises the General Secretariat and Bureaux of the Union on translating, post-editing or text-processing problems. Creates and advises on style guidelines for the Spanish language.
- Participates in discussions and provides input to department-wide projects such as guidelines, Service Orders, JIU or Internal Auditors' Reports as necessary.
- Participates in the testing of new translation engines, evaluating and providing feedback for projects relating to computer-aided translation (CAT) tools, especially with regard to their applicability and limitations.
- Translates, revises and edits particularly important or sensitive texts.
- Participates in ITU conferences as team leader, reviser or translator; participates in the work of editorial committees when necessary.
- Participates in work relating to terminology and the setting of terminology standards; contributes to the establishment of an accurate multilingual term base.
- Performs other related duties as assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of telecommunications terminology; familiarity with CAT tools is an advantage.

Qualifications required

Education:

Advanced university degree in translation, modern languages or telecommunications or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the field of linguistics, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience of personnel management, including administration of outsourced work, would be an advantage.

Languages:

Spanish mother tongue with excellent knowledge of one of the other official languages of the Union (Arabic, Chinese English, French, Russian,) at advanced level. Knowledge of a third official language would be an advantage. (Under the provision of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 88,162 + post adjustment \$ 72,205

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment