



General Secretariat (GS)

Geneva, 12 April 2022

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 14**

Subject: **Vacancy Notice No. 10P-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 13/06/2022 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. 10P-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. 10P-2022/SG-C&P/EXTERNAL/P5

Date of Issue: 12 April 2022

Currently accepting applications

*Applications from women are encouraged*

Functions: Head, Document Management and Interpretation Division

Post Number: CF06/P5/154

Deadline for Applications (23.59 Geneva CH)  
: 13 June 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, proofreading, 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 Head of Document Management and Interpretation Division, the incumbent will perform the following duties:

- Lead the Document Management and Interpretation Division overseeing the activities of its Services, their strategic direction and provide solutions for timely delivery of language services as per C&P mandate. Provide expert advice to the Office of the Chief of the Conferences and Publications Department in all matters concerning the activities of the Division.
- Build the relationships with internal stakeholders - particularly in view of overall ITU demand for language services and the related strategic decisions, as well as with external stakeholders. Act as main ITU spokesperson for the International Association of Conference Interpreters (AIIC), the International Association of Conference Translators (AITC) and other relevant stakeholders. Negotiate terms and conditions as necessary, keeping abreast of all modalities and obligations, in collaboration with LAU, in order to provide expert advice and strategic direction to the Chief of C&P and ITU high level management.
- Lead innovation in language services, including machine translation and remote solutions for interpretation. Develop strategic and implementation plans for advancing new information technology applications in the work of the Department. Develop C&P Advisory capacity on emerging trends in document management and language services. Oversee cross-agency and inter-sectoral projects on knowledge sharing, testing, and piloting of new technologies. Negotiate with DGACM and other UN entities, the acquisition of UN-wide translation tools such as eLUNa and the document management system gDoc and the corresponding Service Level Agreements. Implement for the ITU and formulate the priorities of medium and long-term priorities.
- Build and maintain contacts with government officials, other UN and inter-governmental agencies, non- governmental organizations, diplomatic missions, among others, on the issues concerning the activities of the Division, ensuring appropriate collaboration and represent the ITU in these discussions of information both within and outside the UN system. Participate and represent C&P in meetings (internally and externally) and provide substantive information and data for official reports concerning the language services (such as Reports to the ITU Plenipotentiary Conference, ITU Council, Council Working Groups, JIU reports, among others).
- Lead all commercial procurement activities as needed by the Department, identifying the needs, terms of reference, business requirements and evaluation procedures for any calls for bids relating to the language services (such as translation companies, translation search engines, platforms, and other tools).
- Determine priorities and allocate human and financial resources for the timely and quality delivery of work of the Division, prepare and implement work plans, evaluate, monitor and follow-up on operational performance of staff and services under his/her supervision. Plan the human resources and their development for the Division.
- Oversee the creation of guidelines, procedures, and strategies for the language services. Keep abreast of new developments and best practices; provide advice and reassess on an on-going basis the functioning of the of services in order to make the Department more resilient in response to external shocks such as COVID-19.
- Perform other related duties as assigned by the Chief of the Department.

- **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 ITU internal and external documents forecasting and coordination, as well as knowledge of ITU events and conferences. Demonstrated team building and collaboration skills to work horizontally across the Department and the Union to build and support a cohesive approach to addressing the technical, advisory and other requirements of the stakeholders. Highly developed communication and interpersonal skills to meet and discuss with the stakeholders and to participate and/or make presentations at international events, seminars and/or workshops.

## Qualifications required

### Education:

Advanced university degree in communication, political or social sciences, public or international relations, business administration, management, 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 degree for promotion or rotation purposes.

### Experience:

At least ten years of progressively responsible experience in strategic communications and effective utilization of digital platforms, providing strategic advice at executive level, and in the other fields of activity of the post 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. Excellent knowledge of how ITU's work would be considered a strong asset.

### Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions 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 \$ 72,028

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