



General Secretariat (GS)

Geneva, 18 June 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 25

Subject: **Vacancy Notice No. 20P-2019/SG-C&P/EXTERNAL/P4**

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 18/08/2019 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 20P-2019/SG-C&P/EXTERNAL/P4**



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 N° 20P-2019/SG-C&P/EXTERNAL/P4

Date of Issue: 18 June 2019

Currently accepting applications

Applications from women are encouraged

Functions: Translator/Reviser (Russian)

Post Number: CF25/P4/699

Deadline for Applications (23.59 Geneva CH) :
18 August 2019

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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, précis-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 Head of the Russian Language Section, the incumbent provides high-quality, timely and cost-effective translation services. To this end, he/she performs the following duties:

- Revises and edits for accuracy and style a wide variety of texts translated into Russian from other languages.
- Translates into Russian texts drawn up in other languages of the Union; such translations may be considered final and not subject to further review.
- Participates in the training of translators new to ITU work.
- Participates in Union conferences as team leader, reviser and translator.
- Participates in the work of editorial committees.
- Revises texts drawn up in Russian by administrations or by ITU services or Bureaux.
- Advises on translation or editing for ITU services or Bureaux.
- Contributes to the establishment of accurate terminology.
- Replaces the Head of the Section in his/her absence.
- Performs other duties as required.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Client and Service Orientation; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of translating systems and tools as well as knowledge of telecommunications terminology.

Qualifications required

Education:

Advanced university degree in the field of the post (e.g. translation, modern languages or equivalent with application to telecommunications or other scientific or technical subjects), or in 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in translation, self-revision and editing, preferably of technical texts to meet the necessary drafting and analytical skills necessary for the translation and revision of especially difficult, complex and urgent documents, including at least three at the international level. Some experience of telecommunication conferences and meetings would be an advantage. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Mother tongue Russian, with English at advanced level and French at intermediate level. Knowledge of other official languages of the Union (Arabic, Chinese or Spanish) would be an advantage.

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 \$ 72,637 + post adjustment \$ 48,013

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