



General Secretariat (GS)

Geneva, 18 February 2020

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 13

Subject: **Vacancy Notice No. 13P-2020/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 invited 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 19/04/2020 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. 13P-2020/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 N° 13P-2020/SG-C&P/EXTERNAL/P5

Date of Issue: 18 February 2020
Currently accepting applications

Applications from women are encouraged

Functions: Deputy Chief

Post Number: CF01/P5/97

Deadline for Applications (23.59 Geneva CH) :
19 April 2020

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

- Provides expertise, which combines cutting-edge substantive advice to the Chief of Department with operational and strategic perspectives which empower the Department.
- Provides strategic advice to the Chief of Department, works closely and supports the Chief to lead the organization and coordination of the Department's activities; formulates strategic and operational plans, procedures and recommendations based on indicators for more effective and efficient management and delivery of services.
- Provides advice to high level management on policy questions relating to the planning, programming and organization of staff and material resources for the conferences of the Union and for the Department's other activities, including use of the six official languages.
- Works closely with the Chief of Department to plan, direct, coordinate and oversee operational activities or projects, services and solutions for the delivery of timely and effective conference planning, execution and follow-up services.
- Ensures the continuous and effective management of the Department in the absence of the Chief of Department; represents the Department in internal or external meetings, in order to be able to raise issues of importance to C&P and relevance to the organization or partners.
- Keeps abreast of new developments and best practices and provides expert advice to the Chief of Department on introduction, testing and adoption of new technologies as they relate to the work of C&P Department (such as, but not limited to, machine translation); analyzes emerging management issues and related policy/best practice and provide advice and/or develops recommendations.
- Formulates and develops directives and procedures for the improvement and modernization of working methods.
- Provides advice to the Chief of Department on event organization, including but not limited to, the venue selection, timing, consolidation, and negotiation of Host country agreements for ITU major conferences/events and advise on how to enhance visibility and impact in accordance with ITU objectives.
- Prepares reports and documents for ITU Elected Officials, Plenipotentiary Conference, Council and other meetings.
- Provides advice to senior staff from other ITU's bureaux and Sectors in order to ensure coordination of needs and forecasting of workload for the services C&P provides.
- Represents ITU at inter-agency or outside meetings dealing with matters relating to the Department.
- 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:** Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Knowledge and experience in managing projects, teams, high-level stakeholders from public and private sectors. Knowledge of conference organization, documents management and publications. Understanding of the United Nations system and relevant rules and procedures.

Qualifications required

Education:

Advanced university degree in business administration, economics 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 and relevant experience in project management, conference management and/or related fields, 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.

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 \$ 68,943

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