

## INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



T E L E F A X

Geneva, 28 July 2008

**Circular letter No. 105**(Accelerated procedure  
via facsimile)**Vacancy Notice No. P32-2008****Subject:** Notice of vacancy  
**To the Director-General**

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 should be obliged if Administrations would let me know the names of qualified candidates and especially of woman candidates for the above post. Detailed applications using ITU Personal History Forms should be submitted to the General Secretariat not later than **29 September 2008**.

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Antalya, 2006), 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 insufficiently 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.

Administrations of countries from regions of the world which are not or are insufficiently represented among the staff of the Union are especially requested to submit applications from suitably qualified candidates.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ  
Secretary-General**Annexes:** Notice of Vacancy No. P32-2008  
(Job description of the post to be filled and conditions of employment)Place des Nations  
CH-1211 Geneva 20  
SwitzerlandTelephone: +41 22 730 51 11  
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## INTERNATIONAL TELECOMMUNICATION UNION



*The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.*

*ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.*

*The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.*

## VACANCY NOTICE No. P32-2008

<b>Date of issue:</b> 28 July 2008	<b>Applications from women are encouraged</b>
<b>Deadline for application:</b> 29 September 2008	
<b>Functions:</b> Programme Officer	<b>Posts numbers:</b> TD43/P3/417
<b>Type of appointment:</b> Fixed-Term for two years	<b>Date of entry:</b> As soon as possible
<b>Grade:</b> P.3	<b>Duty station:</b> ITU Headquarters, Geneva, Switzerland

### Bureau

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

### Organizational Unit

Within the Telecommunication Development Bureau (BDT) of the ITU, and in close collaboration with the ITU Regional Offices, the Projects and Initiatives Department (PRI) is responsible for assisting ITU Member States and ITU-D Sector Members with the utilization of appropriate technologies to build or extend their telecommunication infrastructure and adapt to the rapidly changing telecommunication/ICT environment. This includes the provision of guidelines and tools for the development of telecommunication networks, broadcasting and spectrum management, as well as emergency communications and disaster relief. The Department is also responsible for the provision of administrative and technical support in the formulation of project proposals and implementation of projects. In addition, PRI implements BDT's special global initiatives relating to Gender, Youth and Children, Indigenous and Disabled peoples, and communities living in underserved areas.

### Duties / Responsibilities

In the Telecommunication Development Bureau, Projects and Initiatives Department, under the supervision of the Head, Least Developed Countries, Small Island Developing States and Emergency Telecommunications Division, the incumbent carries out the following duties: 1. Monitors and analyzes trends in disaster management and emergency ICTs and the latest technologies. 2. Emergency preparedness: 2.1 prepares and delivers training on Geographical Information Systems (GIS) including spatial data management and spatial analysis techniques, remote sensing, etc. in response to member state requests; 2.2 implements specific projects relating to the implementation of Geographical Information Systems (GIS); 2.3 conducts risk mapping analysis for the identification of hazards to the country's ICT network; 2.4 maintains and updates the telecommunications emergency equipment inventory database. 3. During emergencies in accordance with the ITU Framework on Cooperation in Emergencies: 3.1 prepares

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telecommunication (e.g. satellite terminals, phones) and remote sensing equipment and related documentation for deployment; 3.2 travels to the field and provides training on the use of equipment; 3.3 works with partners (Member States, Private Sector, UN Agencies, NGOs) in providing assistance. 4. Post Emergency/Rehabilitation: 4.1 inspects and inventories returned equipment; 4.2 drafts Terms of Reference for the recruitment of technical experts; 4.3 participates and facilitates rehabilitation of telecommunication/ICT networks. 5. Provides technical expertise on emergency telecommunications/ICT to Study Groups as well as various meetings/events with external partners focusing on ICT emergency response and disaster management. 6. Participates in resource mobilization activities. 7. Performs other duties such as providing input for Bureau publications, preparing PowerPoint presentations and organizing workshops. 8. Performs other duties as required such as those within the mandate of the LSE Division to include activities for least developed countries and small island developing states.

### Qualifications required

1. University degree in telecommunications, engineering or environmental sciences with specialization in Geographic Information Systems and Remote Sensing OR education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the above-mentioned fields. A qualifying combination of education, university training and experience may be considered in lieu of a university degree in the case where no suitable candidate with a degree is identified.
2. Suitable experience corresponding to at least five years in telecommunications, risk and vulnerability analysis in disaster management or related field in a national, international or non-governmental entity or a private enterprise, including at least two years at the international level. Field experience in telecommunication/ICT training and project implementation in support of disaster management would be an advantage.
3. Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of a second official language. The 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.)

### Competencies

4. Excellent proven ability to use computer applications including Geographic Information Systems and Remote Sensing Software (ARCGIS package (ARC-INFO, ARCMAP) and Microsoft packages such as MS Project, MS Office Suite and Desktop Publishing).
5. High degree of initiative, ability to organize, analyze and solve problems. Very good communication skills including the ability to produce written or oral analyses.
6. Ability to defend and explain a position in official debates and to persuade people with varying points of view in bilateral and multilateral discussions.
7. Ability to establish priorities and to plan, coordinate and monitor the work of other staff in project teams or support staff.
8. Ability to make timely decisions and take responsibility for ensuring that all deliverables are met on time and within budget.
9. Ability to work under pressure and concurrently on several projects.

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**NOTES**

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - a) 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 insufficiently represented in the staffing of the Union.
  - b) Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1187 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Appointment is subject to a satisfactory medical report and verification of credentials.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.

**If you wish to apply**

External applicants should **STATE THEIR NATIONALITY, QUOTE THE VACANCY NOTICE NUMBER**, and address application with completed ITU Personal History Form (PHF) to the Human Resources Administration Division.

The PHF is available on the ITU's Web Site. Any application submitted without the ITU PHF will not be considered.

**APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.**



The ITU is a smoke-free environment

External distribution

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AppendixCONDITIONS OF EMPLOYMENT

The conditions of employment are governed by the Staff Regulations and Staff Rules and can be summarized as follows:

1. Duration of appointment

Fixed-term appointments do not carry any expectancy of renewal or of conversion to any other type of appointment. They may be terminated by the Secretary-General or by the staff member concerned on 30 days' notice, subject to conditions prescribed in the Staff Regulations and Staff Rules.

2. Medical examination

The appointment is subject to a satisfactory medical examination to be carried out under the responsibility of the Medical Adviser of the ITU.

3. Annual salaryGrade P.3 – Step 1a) Annual salary (annual increments subject to satisfactory services)

- from 52,408.- USD without dependant
- from 56,145.- USD with dependant

Salaries, allowances and benefits (including repatriation grant) are paid in Swiss francs (CHF) at a rate fixed by the Secretary-General; this rate, which is variable, now stands at 1,028 CHF to the dollar.

b) Post Adjustment (non-pensionable)

As of 28 July 2008, 92% of the base annual salary indicated above at the relevant rate, grade and step. Post adjustment is subject to modification and the percentage may differ at the time of appointment as also during the course of the contract.

4. Allowancesa) Assignment grant

On arrival in Geneva staff members are paid an assignment grant by the Union. The amount of the grant will be 366 CHF per day for the staff member and 183 CHF per day for each eligible dependant, for a period of 30 days after arrival in Geneva.

Under certain conditions to be determined at the time of appointment, staff members may be entitled to other payments on assignment.

b) Dependency allowance

- |  |                          |
|--|--------------------------|
| - For a dependent spouse   | Included in basic salary |
| - For a dependent child<br>(If the first child is the dependant in respect of whom the staff member is entitled to the dependency rate included in basic salary) | 3,459 CHF per annum      |
| - Where there is no dependent spouse, for one of the following:<br>a dependent parent, a dependent brother or a dependent sister                                 | 1,542 CHF per annum      |

Payment of dependency allowances will be based on recognition of dependency as defined in the ITU Staff Regulations and Rules. For the purpose of these Regulations and Rules, a "child" shall be the child of a staff member, under the age of 18 years, or if the child is in full-time attendance at a school or university (or similar educational institution) under the age of 21 years for whom the staff member provides main and continuing support. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived. However, with a view to avoiding duplication of benefits and in order to achieve equality among

staff members, the above dependency allowance for children will be reduced proportionately if the staff member or his/her spouse receives similar benefits from another source.

**c) Education grant**

An education grant is paid for each eligible child in full-time attendance at a school or university, or similar educational institution. A staff member whose home country is the country of his/her official duty station is not entitled to this grant, except in respect of physically or mentally disabled children.

**d) Rental Subsidy**

Under certain circumstances a rental subsidy can be granted to staff members newly arrived at the duty station when the rent represents too high a proportion of the total remuneration.

**5. Travel and removal**

**a) Travel**

The travel expenses of an internationally recruited staff member and his/her dependants from the place of recruitment to the country of the duty station will be defrayed by the Union. Dependants who may travel at ITU expense are: a spouse and unmarried children under the age of 18 years or under the age of 21 years if they are in full-time attendance at a school or university or of any age if they are totally and permanently disabled.

**b) Removal**

Appointment carries entitlement to removal of personal effects and household goods. The successful candidate will be informed of the detailed conditions.

**6. Home leave**

Internationally recruited staff members are granted home leave once every two years. A staff member whose home country is the country of his/her official duty station shall not be eligible for home leave.

**7. Pension Fund**

The successful candidate will be affiliated to the United Nations Joint Staff Pension Fund; a contribution of 7.9% of his/her pensionable salary will be deducted from his/her salary.

**8. Repatriation grant**

In virtue of Regulation 9.7 of the Staff Regulations and Rules a repatriation grant shall be payable to staff members whom the Union is obligated to repatriate and who do not remain in the country of the duty station after separation from service. The repatriation grant shall not, however, be paid to a staff member who has been dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the Union.

**9. Health insurance**

The selected candidate will be affiliated to the Staff Health Insurance Fund. A contribution amounting to 3.3% of base salary plus post adjustment will be deducted from his/her salary. A spouse recognized as a dependent, as defined in para. 4.b) above, will be affiliated to the Health Insurance and a contribution amounting to 30% of the base rate applied to the staff member, i.e. 0.99 per cent of his/her base salary plus post adjustment, will be deducted from the salary of the staff member.

**10. Income tax**

Salaries and other emoluments paid by the Union are normally exempt of national income tax. Staff Members from countries which do not exempt ITU income from national income tax will receive reimbursement of national income tax paid.

**Note:** A staff member whose home country is the country of his/her official duty station shall not be eligible for the allowances and entitlements specified in points 4.a), c), d), 5.a), b), 6 and 8.