

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



T E L E F A X

Geneva, 28 July 2008

Circular letter No. 106(Accelerated procedure
via facsimile)**Subject:** Notice of vacancy**Vacancy Notice No. D33-2008****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. D33-2008
(Job description of the post to be filled and conditions of employment)

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. D33-2008

Date of issue: 28 July 2008	Applications from women are encouraged
Deadline for application: 29 September 2008	
Functions: Chief, Services Department	Posts numbers: ST2/D1/582
Type of appointment: Fixed-Term for two years	Date of entry: As soon as possible
Grade: D.1	Duty station: ITU Headquarters, Geneva, Switzerland

Bureau

The Telecommunication Standardization Bureau (TSB) fulfills the purposes of the Union relating to telecommunication standardization, by studying technical, operating and tariff questions and adopting recommendations on them with a view to standardizing telecommunications on a world-wide basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works through World Telecommunication Standardization Assemblies, Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. The Telecommunication Standardization Bureau, headed by the elected Director, provides the technical, administrative and logistic support for the assemblies and meetings of the groups mentioned.

Duties / Responsibilities

Under the general direction of the Director of the TSB, the incumbent is responsible for the management of the Services Department. To this end, he/she: 1. Directs and coordinates the work plans for the Department and Services under his/her supervision and manages the Department's staff. 2. Directs the delivery of technical editing and publications services including the editing/publishing of common texts with other international organizations, and the maintenance of ITU-T databases, including the ITU-T work programmes, the list of Recommendations in force, the implementation of alternative approval process (AAP), as well as the electronic services provided to the ITU-T membership and the ITU-T website. 3. Directs the delivery of a range of administrative services involving operational planning, budget/finance services, MOUs with external partners and clients, and HR, administrative, procurement, meeting and logistic services, as well as a variety of client related services for the Bureau. 4. Directs the delivery of the support required for the harmonious functioning of the activities of the Telecommunication Standardization Sector, including Assemblies, Study Group meetings, Workshops and Seminars, and other activities organized by the Bureau. 5. Develops innovative working methods, procedures, systems, and best practices for the improved delivery of services; organizes and directs their implementation and deployment across the Bureau. 6. Leads and/or coordinates various projects relating to telecommunication standards and regulations such as International Telecommunication Regulation Review (ITR-Res 146) and/or other projects and activities in response to requests from senior management or decisions from Council or the Plenipotentiary. 7. Provides authoritative advice to the Director and the Deputy to the Director on all the matters for which he/she is responsible.

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CH-1211 Geneva 20
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E-mail: recruitment@itu.int
Website: <http://www.itu.int/employment/>

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8. Develops effective working relationships with other Bureaux and Departments as well as represents ITU-T in meetings with members. 9. Performs other duties as required.

Qualifications required

1. Advanced university degree in economics, management, telecommunications or other fields related to the professional activities of the post, OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the above-mentioned fields. A first university degree in one of the above fields in combination with qualifying experience may be accepted in lieu of an advanced university degree in the case where no suitable candidate with an advanced degree is identified.
2. Suitable experience corresponding to 15 years of progressively responsible positions in various telecommunication fields, including at least 10 years at the international level. Managerial experience is required.
3. Excellent knowledge of one of the six official languages of the Union (Arab, Chinese, English, French, Russian or Spanish), and very good knowledge of a second language. Knowledge of a third 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. Awareness and understanding of ITU-T rules and procedures, its meeting activities and its products would be an advantage.
5. Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
6. Reliability and commitment to timely delivery of high quality outputs and to achieving ITU-T goals.
7. Ability to build up teams and motivate and achieve effective teamwork.
8. Ability to draft and write in a clear and concise manner and to communicate effectively orally.
9. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Proven ability to develop and maintain effective working relationships with officials and partners.
10. Proficiency in relevant office computer applications.

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.

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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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Appendix

CONDITIONS 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 salary

Grade D.1 – Step 1

a) Annual salary (annual increments subject to satisfactory services)

- from 89,129.- USD without dependant
- from 96,427.- 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. Allowances

a) Assignment grant

On arrival in Geneva staff members are paid an assignment grant by the Union. The amount of the grant will be 421 CHF per day for the staff member and 210,5 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
(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:
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.

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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.