

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Geneva, 29 July 2008

Circular letter No. 107(Accelerated procedure
via facsimile)**Subject:** Notice of vacancy
To the Director-General**Vacancy Notice No. P34-2008**

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. P34-2008
(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. P34-2008

Date of issue: 29 July 2008	Applications from women are encouraged
Deadline for application: 29 September 2008	
Functions: Web Officer	Posts numbers: PM4/P3/944
Type of appointment: Fixed-Term for two years	Date of entry: As soon as possible
Grade: P.3	Duty station: ITU Headquarters, Geneva, Switzerland

General Secretariat

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.

Organizational Unit

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies, developing and implementing the Union's corporate communication plan in cooperation with the three Sectors and with the view to promote ITU leadership in the field of telecommunications and ICT.

Duties / Responsibilities

Under the supervision of the Head, External Affairs and Corporate Communication Division, the incumbent will be responsible for the following duties: 1. Advise on issues related to Website Editorial Board (WEB) and in establishing criteria for presentation of information and material on the ITU website. 2. Advise the Chairman of the WEB regarding the technical proposals from the Web Technical Group. 3. Develop policies regarding the web information architecture, its navigability, user-friendliness and effectiveness as a

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communication tool and develop guidelines for web authors accordingly. Establish criteria to determine how different kinds of information and materials are to be presented on the web, ensuring that information is presented in an attractive and easily accessible way, in line with the decisions of the WEB. 4. Develop a content authorization policy and approval process to ensure that the information published on the ITU website is accurate, relevant and up-to-date; monitor the compliance of existing internal/external web-pages with established ITU policies, standards and best practices and, as necessary, formulates recommendations to authors in that respect. 5. Develops a policy for the establishment of links within the ITU website and to third party and co-branded sites. 6. Recommend, in coordination with the Web Technical Group, proposals for the WEB that help achieve its agreed objectives. 7. Prepare and evaluate statistical reports regarding visits to General Secretariat and cross-sectoral websites making recommendations accordingly. 8. Coordinate multilingual web projects of the General Secretariat ensuring that the needs of the high level management are met using the most appropriate communication means and ICT solutions. 9. Evaluate the results and impact of Internet projects, propose the necessary lines of action and carry out continuous consultation with ITU WEB focal points in the three Sectors and General Secretariat on matters related to the ITU website. 10. Conceptualize Internet-based products in support of ITU initiatives. 11. Represent ITU at interagency web-related meetings and working groups. 12. Perform any other duties as may be assigned by the supervisor.

Qualifications required

1. University degree in telecommunications engineering or related field (science/engineering, computer science) OR education in a reputed college of advanced education with a diploma equivalent to that of a university degree in one of the above 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. At least five years of progressively responsible professional experience in the telecommunication environment, including at least four years of demonstrated experience in multilingual web management and design. Experience with commonly used software packages for web development, publishing and graphics design. Three years of this experience should have been gained at the international level.
3. Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) and a very good knowledge of a second official language. 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. Technological awareness and good knowledge of information technology and web management; expertise in software packages for web development, publishing and graphics design.
5. Ability to interact and to establish and maintain effective working relations both as a team member and team leader, with people of different national and cultural backgrounds with sensitivity and respect for diversity.
6. Ability to work independently, under pressure and with tight deadlines.
7. Ability to establish and maintain good-working relations with staff at all levels both within the organization and with external counterparts.
8. Ability to clearly and effectively communicate ideas, orally and in writing, including ability to draft/edit web related material.

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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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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 P.3 – Step 1****a) 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 29 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 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
(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.