



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. P10-2010

Date of issue: 26 February 2010 Deadline for applications: 26 April 2010	Applications from women are encouraged
Functions: Coordinator, Interpretation Services	Post number: CF35/P3/263
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

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, and sales and marketing).

Duties / Responsibilities

Under the direction of the Chief, Conference and Publication Department, the incumbent provides interpretation services to all types of ITU conferences and meetings, held in Geneva and away from Geneva and in the six official languages of the ITU. To this end, he/she:

- In consultation with the client Sector/Department, identifies and plans the interpretation needs on the basis of the conferences and meetings' schedule; draws up recruitment work plans in accordance with the requirements and stipulations of the AIIC/CCAP agreement; evaluates and prepares estimates for interpretation costs, especially those held outside Geneva, with a view to maximize quality and economy.

* The type and duration of appointment for internal candidates will depend on their contractual status.

- Establishes and maintains relations with interpretation universities/schools, identifies and interviews potential candidates, establishes and maintains a roster of eligible interpreters and maintains a calendar of their availability at given dates throughout the year and, for major ITU events within a 24 month period.
- Identifies interpreters for the various meetings, establishes a list, contacts them, makes offer of contract and prepares the contract for signature and travel orders when required. Provides them with information on working methods of the ITU, initiating them with ITU programmes and specific vocabulary.
- Attends to the administrative management of interpreters during conferences and meetings; draws up the daily programs of work in consultation of the Conference Executive Secretary and supervises the application of the program; ensures that interpreters receive all documents required to do their work; in consultation with the client, evaluates the performance of the work of the interpreters; takes ad hoc decisions when the circumstances requires them (such as hiring an additional interpreter for a meeting held outside Geneva).
- Verifies all invoices related to interpretation services and, in collaboration with the Sector/Department concerned, authorises payment. Prepares statistics and reports on interpretation services.
- Maintains contact with the interpretation services of other organizations and the regional AICC representatives in order to exchange information and to find and place interpreters whenever required. Attends inter-agency meetings of Heads of Interpretation Services concerning the classification, recruitment and working conditions of work of interpreters.
- Assists in keeping multilingual lexicon on Telecommunications-related technology and advice on language matters.
- Performs other duties as required

Qualifications required

- University degree in interpretation, languages or a related field 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.
- At least five years of progressively responsible experience in related domains including at least two at the international level.
- Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of two other official languages. Knowledge of a fourth official language would be an advantage.

Competencies

- Demonstrated ability to lead and guide interpreters assigned to meetings.
- Ability to develop and maintain good working relations with officials at all levels in administrations, national and international organizations, interacting and cooperating with individuals in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Willingness to travel and to adapt to irregular and constantly changing working hours during conferences, as well as short and unforeseen time limits for recruitment of interpreters; ability to work under stress.
- Ability to speak and write clearly and effectively.
- Ability to use various computer softwares and applications.
- Demonstrated ability to establish realistic work plans.

Conditions of employment

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US \$ 106,442 to US \$ 142,630 (with dependents) or US \$ 99,356 to US \$ 132,601 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following [link](#)

How to apply

External applicants are requested submit their application with a completed ITU Personal History Form ([PHF](#)), available on the ITU Web Site, to the Human Resources Administration Division. **Any application submitted without the ITU PHF will not be considered.**

Additional Information

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
 - 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.

- 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.
- 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.**

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION



The ITU is a smoke-free environment