



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. P15-2010

Date of issue: 19 March 2010	Applications from women are encouraged
Deadline for applications: 19 May 2010	
Functions: Translator (French)	Post number: CF20/P3/687
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

In the French Translation Section and under the supervision of the Head of Section, the incumbent:

- Translates into French technical, specialized or administrative documents drawn up in English and any other official language of the Union of which the incumbent has a good command.
- Revises documents or contributions drawn up in French.
- Participates in the work of editorial committees or groups during ITU conferences and meetings.
- Participates in terminology work.
- Performs other duties, as necessary.

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

Qualifications required

- Advanced university degree in translation, modern languages, telecommunications or other relevant fields 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.
- Over four years' experience of translation, preferably of technical texts. Professional experience in the field of telecommunications would be an asset. Some experience of international telecommunication conferences and meetings (e.g. conference interpretation/translation) would be an advantage.
- Mother tongue French, with excellent knowledge of English and good knowledge of one of the other official languages of the Union (Arabic, Chinese, Spanish or Russian). Knowledge of another official language of the Union would be an advantage.

Competencies

- Ability to work in a team and under pressure (night shifts, large volumes of urgent work). Ability to maintain efficient working relations at all levels.
- Basic knowledge of word processing system.

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 \$ 103,482 to US \$ 138,664 (with dependents) or US \$ 96,593 to US \$ 128,913 (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 Policies 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:
 - 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