



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. 38-2004 ITU

Date of issue: 12 October 2004 Deadline for application: 13 December 2004	Applications from women are encouraged
Functions: Chief, Personnel and Social Protection Department	Post number: PE1/D2/254
Type of appointment: Fixed-Term for two years with possibility of extension	Date of entry: As soon as possible
Grade: D.2	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 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 Personnel and Social Protection Department assists the Secretary-General in all areas of human resources management, development and planning, including organizational structure, post classification, selection, placement, recruitment, career management and training. It also provides personnel administration services, such as contract management, compensation, benefits and entitlements, travel and removal, pension and insurances. In addition it provides medical services, social assistance and counselling to staff members and their families. The Personnel Department represents the ITU in inter-organization meetings and committees related to human resources management.

Duties / Responsibilities

Under the direction of the Secretary-General, the Chief of the Personnel and Social Protection Department is responsible for the organization, development and direction of the activities pertaining to the ITU human resources development and management policy for Headquarters and outposted staff in line with ITU's strategic objectives. These activities include: recruitment, career planning, staff development, administration of staff entitlements and benefits, post classification, staff counselling, social security, staff-management relations. To this end, the incumbent directs and manages the department's activities: **1.** Prepares proposals for the definition of the Union's general policy on personnel matters to achieve ITU's strategic objectives;

proposes changes to Staff Rules and Regulations; drafts statutory texts, in cooperation with the bodies and representatives concerned. **2.** Directs the development, interpretation and implementation of existing or new personnel policies, procedures, programmes and systems consistent with ITU's strategic objectives and taking into account policies, rules and regulations of the United Nations Common System. **3.** Provides strategic and policy advice to the Secretary-General, the Directors of the Bureaux and to the Chiefs of departments on organizational and managerial questions, particularly on staff resources, distribution of duties, standardization of personnel procedures and appropriate disciplinary measures. Endorses and guides programmes of organizational change through appropriate personnel policies and activities. **4.** Participates as adviser to, or secretary of, ITU statutory committees, conferences and other bodies dealing with personnel questions. **5.** Advises the Secretary-General on appeals against administrative decisions; deals with all matters connected with the Appeal Board and the Administrative Tribunal and their conclusions taking into consideration the advice of the Legal Affairs Unit. May be called upon to appear before either the Appeal Board or the Tribunal. **6.** Holds regular discussions with the members of the Staff Council. **7.** Represents the ITU in inter-organization meetings (HLCM, ICSC, Working Groups, etc.) at which the United Nations Common System policy on personnel matters is defined and decisions affecting Common System conditions of employment are elaborated; participates actively in the determination of new or revised approaches to the administration of conditions of service with heads of Personnel of other organizations; directs the preparation of the ITU input to the work of these committees. **8.** Acts as representative of the organization in discussions with senior government and host country officials regarding sensitive human resources issues. **9.** Carries out other duties that may be assigned by the Secretary-General.

Qualifications required

- 1.** Advanced university degree in personnel or public administration, business management, law or another related field, 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 fields.
- 2.** Over 20 years of progressively responsible experience including extensive personnel management experience at a senior level. 10 years of this experience should be at the international level. Experience within an organization of the UN Common System and knowledge of structure and working of ITU would be an advantage.
- 3.** Excellent managerial skills and mature judgment.
- 4.** Excellent negotiating skills; ability to establish and maintain effective working relationships with officials at all levels in an international environment.
- 5.** Demonstrated ability to advise senior management on personnel policies, strategies and priorities and to formulate procedures and plans. Excellent conceptual and analytical abilities.
- 6.** Demonstrated ability to formulate and implement staff and management development plans.
- 7.** Ability to organize and delegate work and to supervise staff.
- 8.** Ability to communicate clearly and effectively both orally and in writing, including the preparation of clear and concise reports.
- 9.** Knowledge of, and ability to use personal computers.
- 10.** Excellent knowledge of one of the six official languages of ITU and proven capacity to work in French and English. 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.)

NOTES

- In accordance with Resolution 48 (Rev.) adopted by the Plenipotentiary Conference (Marrakesh, 2002):
 - 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 below 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 for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.
- 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 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 prescribed by the Swiss competent authorities.

If you wish to apply

External applicants should **STATE THEIR NATIONALITY, QUOTE THE VACANCY NOTICE NUMBER**, and address application with completed Personal History Form (PHF) (if not already available at ITU) to Personnel Department.

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

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

External distribution

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.2 – Step 1

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

- from US \$ 88,571.- without dependant
- from US \$ 96,411.- with dependant

Salaries, allowances and benefits (including repatriation grant) are paid in Swiss francs at a rate fixed by the Secretary-General; this rate, which is variable, now stands at 1,26 Swiss francs to the dollar.

b) Post Adjustment (non-pensionable)

As of 12 October 2004, 61.7% 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 370.- Swiss francs per day for the staff member and 185.- Swiss francs 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

- | | |
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| - 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) | 3,762 Swiss francs per annum |
| - Where there is no dependent spouse, for one of the following:
a dependent parent, a dependent brother or a dependent sister | 1,677 Swiss francs 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 of up to \$9,750 per annum 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 2.8% of base salary plus post adjustment will be deducted from his/her salary.

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.