



General Secretariat (GS)

Geneva, 13 January 2014

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 173

Subject: **Vacancy Notice No. 4P-2014/SG-C&P/EXTERNAL/P2**

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 invite qualified candidates and especially woman candidates to apply for the above position not later than 13/03/14 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), 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 under-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.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: **Vacancy Notice No. 4P-2014/SG-C&P/EXTERNAL/P2**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 4P-2014/SG-C&P/EXTERNAL/P2

Date of Issue: 13 January 2014
Currently accepting applications

Applications from women are encouraged

Functions: Junior Terminologist / Programmer

Post Number: CF15/P2/690

Deadline for Applications (23.59 Geneva CH) : **13 March 2014**

Duration of Contract: 2 years, with possibility of renewal for two additional years

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P2

Organ:

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.

Organization 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 supervision of the head of Terminology, references and computer aids to translation, the incumbent will perform the following duties:

- Collect from ITU works, documentation analysis, translators' feedbacks and consultations as well as consultation of external databases in the field of telecommunications in the six languages and establish multilingual terminology entries and lists. Update the terminology database in the known languages of the incumbent and prepare for updating the other languages with the help of reference clerks, the secretary of the Section or any temporary staff.

- Provide technical guidance on terminology to translators and assist them by explanations focused on the use of computer tools in order to enhance their use. Conduct demonstrations on the use of linguistic computer tools for translators, permanent or temporary.
- Liaise and maintain contact with the various ITU services (in particular the 6 translation sections) and terminology service of other international organizations in order to exchange, correct and uniform use of terminology. Liaise and maintain contact with schools and specialized universities in translation or terminology for, among other things, obtaining trainees for terminology. Ensure the hosting and supervision of those trainees.
- Present to translators of different sections and ITU relevant units interesting terminology findings via on-line forums; propose ways to speed up database enhancement for all official languages; support the improvement of the ITU translators' website; call for terminology inputs and feedbacks; study traces of unsuccessful searches in Termite; participate in the enhancement of the updating and validating procedures for Termite.
- Analyze import/export standard formats (TBX or XML) for terminology exchange in view of a future replacement of the terminology database management system. Analyse and test commercial systems, recommend customization, adapts and installs multilingual terminology management software to help translators. Keeps the system running, follows up maintenance and corrections if needed. Identify new data entry methods and interfaces for terminology in order to simplify and speed-up the process.
- Centralizes and merges information so that all six official languages be processed in a unified manner and stored in the same way in the database. Extracts terms for reference, printing or revision according to the needs of terminologists, reference clerks, translation sections or interpretation service.
- Keep track of the evolution of technologies, particularly as regards to search tools on the Internet.
- Performs any other related activities that may be required to ensure the success of the work team.

Qualifications required

Education:

University degree in terminology, computer science, engineering 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 fields above.

Experience:

At least three years of progressively responsible experience in the field of terminology, translation or computer science.

An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. 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: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Competencies:

- Good knowledge of the use of computer equipment for desktop applications (eg, Word, Excel, Internet and data capture in databases)
- Practical knowledge and experience of terminology database management systems or translation environments such as for instance Multiterm, OmegaT, Synchroterm, TermBase, TermStar, MemoQ, AlignFactory, DéjàVu, LogiTerm, MultiTrans, SDL, Terminotix or Multicorpora, .
- Sense of responsibilities and creativity.
- Proven ability to work effectively and in harmony with people of different nationality and culture.
- Ability to work hard and with attention to details.
- Willingness to develop and to acquire new skills.

Remuneration

Annual Salary: (Net of Tax)

96,278.-USD - 123,318.-USD without dependants

102,647.-USD - 132,232.- USD with dependants

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment