



General Secretariat (GS)

Geneva, 17 March 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 11

Subject: **Vacancy Notice No. 12P-2017/SG-C&P/EXTERNAL/P3**

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 would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 17/05/17 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.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 12P-2017/SG-C&P/EXTERNAL/P3**



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° 12P-2017/SG-C&P/EXTERNAL/P3

Date of Issue: 17 March 2017

Currently accepting applications

Applications from women are encouraged

Functions: Translator (English)

Post Number: CF21/P3/40

Deadline for Applications (23.59 Geneva CH) : 17 May 2017

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P3

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 supervision of the Head of Section the incumbent performs the following duties:

- Translation of technical, specialized and administrative documents into English from French, Russian and any other of the six official languages of the Union of which the incumbent has a good command.
- Editing of texts drawn up in English.
- Drafting of minutes/summary records of ITU conferences and meetings.
- Participation in the work of editorial committees during ITU conferences and meetings.
- Participation in terminology work.
- Performs other duties as required.

Competencies:

- Ability to translate and edit texts in a variety of fields, including telecommunications.
- Ability to work independently or in a team, as required.
- Ability to develop and maintain efficient working relationships at all levels and to work under pressure (e.g. large volumes of urgent work, including on night shifts).
- Excellent knowledge of word-processing tools (Microsoft Word 2013), and familiarity with other IT tools used in the translation field (e.g. voice recognition, computer-assisted translation).

Qualifications required

Education:

Advanced university degree in the field of the post (e.g. translation, modern languages or equivalent with application to telecommunications or other scientific or technical subjects) or in a 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. For internal candidates, a first university degree in one of the above fields in combination with seven years of relevant experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in the translation of a wide variety of texts, preferably including technical, and at least two years at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience.

Languages:

Mother tongue English, with French and Russian at advanced level. Knowledge of Spanish at intermediate level and any other of the Union's official languages (Arabic or Chinese) would be an advantage.

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance).

The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$58,583 + post adjustment \$46,456

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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