



General Secretariat (GS)

Geneva, 10 August 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 18/39

Subject: **Vacancy Notice No. 32P-2018/SG-C&P/EXTERNAL/P5**

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 women candidates to apply for the above position no later than 10/10/18 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. 32P-2018/SG-C&P/EXTERNAL/P5**

INTERNATIONAL TELECOMMUNICATION UNION



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° 32P-2018/SG-C&P/EXTERNAL/P5

Date of Issue: 10 August 2018

Currently accepting applications

Applications from women are encouraged

Functions: Head, English Language Section

Post Number: CF21/P5/38

Deadline for Applications (23.59 Geneva CH) : **10 October 2018**

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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).

Duties / Responsibilities

Under the general supervision of the Chief of the Department, the incumbent performs the following duties:

- Manages, organizes and runs the Section, providing prompt and efficient translation, text processing and other language services, including précis-writing and editing for the General Secretariat and Bureaux.
- Directs and manages staff, allocates work, administers the Section's budget, assesses the work of the Section's staff and compiles statistics.
- Assesses and proposes staffing resources to the Chief of the Department including recruitment of supernumerary translators, précis-writers, editors, operators and, where appropriate, external collaborators for contractual translation, editing and text processing.
- Studies, evaluates and introduces simplified or new working methods, especially those involving computers and electronic media.
- Supervises and monitors the quality of the work done in the English Language Section.
- Supervises closely and oversees training of new translators, editors and précis-writers.
- Translates, revises and edits particularly important or sensitive texts.
- Participates in conferences, including providing assistance to editorial committees.
- Approves staff planning, overtime sheets and summaries.
- Advises the General Secretariat and Bureaux of the Union on translating, editing or text-processing problems.
- Coordinates with the Terminology Section (STRAIT) for updating and improving the terminology database.
- Performs other related duties as required.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation; Leadership; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of telecommunications terminology as well as terminology tools for translation. Familiarity with people management methodologies.

Qualifications required

Education:

Advanced university degree in translation, modern languages or telecommunications or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the field of linguistics, including at least five

at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience of personnel management, including administration of outsourced work, would be an advantage.

Languages:

English mother tongue with excellent knowledge of French. Knowledge of other official languages of the Union (Arabic, Chinese, Russian, Spanish) 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.)

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 \$ 85,543 + post adjustment \$ 61,505

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