



General Secretariat (GS)

Geneva, 31 August 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 18/40

Subject: **Vacancy Notice No. 36P-2018/SG-HRMD/EXTERNAL/P4**

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 31/10/18 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. 36P-2018/SG-HRMD/EXTERNAL/P4**



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° 36P-2018/SG-HRMD/EXTERNAL/P4

Date of Issue: 31 August 2018
Currently accepting applications

Applications from women are encouraged

Functions: Medical Advisor (part time 50%)

Post Number: HR13/P4/763

Deadline for Applications (23.59 Geneva CH) : 31 October 2018

Duration of Contract: 1 year

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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:

Within the General Secretariat, the Human Resources Management Department (HRMD) advises the Secretary General on human resources management. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results.

Duties / Responsibilities

Under the Chief, Human Resources Management Department (HRMD), the incumbent performs the following duties:

- Coordinates the day-to-day operations and administration of the Medical Service, including the supervision of staff and ensuring the maintenance and confidentiality of medical records.
- Undertakes regular occupational health duties, such as pre-employment, periodic and end-of service medical exams. Monitors results, conducts follow-up and carries out related administration. Provides technical guidance to staff and management on medical evacuations, mission travel and other types of leave, such as maternity leave and travel while on sick leave.
- Advises the Union on sick leave, service-incurred accidents or illnesses, possible cases of termination for health reasons or disability as well as other workforce issues. Provides background documentation for the presentation of disability cases to the Staff Pension Committee. Reviews and advises on other types of leave. Reviews and validates long-term sick leave as well as claims on service-incurred accidents or illnesses.
- Consults with the workforce on medical issues, mission briefings and protective measures. Consults with and recommends external medical specialists as and when appropriate.
- Designs and provides occupational health programmes and services to contribute to and sustain a healthy work environment. Introduces appropriate training programmes, such as on HIV/AIDS prevention and cardiopulmonary resuscitation (CPR).
- Makes recommendations on requests for benefits related to dependent children with a disability.
- Remains current in professional field and represents the Union at UN and other international fora.
- Performs other 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; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of administrating medical services in an international environment, including for travel to remote locations. Familiarity with interpreting medical research and analytics and translating for practical application and advice. Familiarity with medical software.

Qualifications required

Education:

Advanced university degree in medicine OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in the above field.

Experience:

At least seven years of progressively responsible experience in the field of the post, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Current medical registration in a member state of ITU is required. Experience in occupational health, public health or in family medicine would be an advantage. Experience in delivering programmes related to occupational health and safety is an asset.

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.)

Additional Information:

Salary:

50% of the 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.

50% of the annual salary from \$ 71,332 + post adjustment \$ 51,288

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