



General Secretariat (GS)

Geneva, 10 June 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 22

Subject: **Vacancy Notice No. 17P-2019/BDT/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 would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 11/08/19 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. 17P-2019/BDT/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° 17P-2019/BDT/EXTERNAL/P2

Date of Issue: 10 June 2019

Currently accepting applications

Applications from women are encouraged

Functions: Digital Communications Officer

Post Number: TD12/P2/451

Deadline for Applications (23.59 Geneva CH) :
11 August 2019

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P2

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Duties / Responsibilities

Under the direct supervision of the Head of Communication & Promotion Service (PCS), the incumbent will carry out the following tasks:

- Draft and propose social media posts on social media platforms to promote products, priority areas and major events and analyse their impact.
- Ensure that social media channels are regularly updated.
- Review comments, questions and address queries in a timely manner, and report on trends and share them with relevant units.
- Create and stimulate conversations on social media platforms like Twitter, Facebook, LinkedIn.
- Contribute to the development and implementation of social media communications strategies on impact and results.

- Act as social media focal point for the field offices.
- Participate in external meetings and events as appropriate.
- Perform other duties as assigned by the Head of Communication and Promotion Service.

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, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent computer skills (MS Office; Adobe Photoshop and/or Adobe Premiere Pro an asset). Familiarity with Slack and Trello an asset. Experience using advanced tools for online publishing, including content management systems and social media authoring tools like Social Flow, Hoot suite or Tweet Deck.

Qualifications required

Education:

University degree in communications, marketing, journalism, international relations or a related field OR education from 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 working in social media and digital communications strategies. 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.)

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 \$ 47,322 + post adjustment \$ 31,280

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