



General Secretariat (GS)

Geneva, 11 August 2022

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 31**

Subject: **Vacancy Notice No. 781P-2022/SG-JUR/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 not later than 11/10/2022 on ITU web site:**

<https://jobs.itu.int/go/View-all-categories/8942455/>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 781P-2022/SG-JUR/EXTERNAL/P4**

# Job Title: Senior Legal Officer

## 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.*

### Senior Legal Officer

**Vacancy notice no:** 781

**Sector:** SG

**Department:** JUR

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** SG12/P4/7

**Grade:** P4

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal for 2 additional years

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 11 October 2022

## ORGANIZATIONAL UNIT

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.

Within the General Secretariat and as part of the Office of the Secretary-General, the Legal Affairs Unit (JUR) conducts studies and provides legal advice and opinions on various types of documents, including treaties, agreements, contracts etc., to enable the Secretary-General to act as legal representative of the Union in its relations with the Member States and other international or multinational organisations; carries out the legal functions associated with the Secretary-General's role as depositary of the treaties and other agreements concluded by, or under the auspices of, the Union; studies, and deals with, general legal matters of all kinds and specific questions submitted to it by the Bureaux and Departments of the Union in connection with the Union's structure, functions and activities; advises on the interpretation of legal instruments (Constitution and Convention and Administrative Regulations of the Union, as well as other treaties and agreements, regulations, resolutions etc.); prepares draft amendments to the Constitution and Convention of the Union, its internal rules and regulations and other legal texts; at conferences and meetings, provides legal opinions and performs secretariat functions, as necessary; represents the Union, in particular regarding legal matters, at conferences and meetings with other organisations; carries out any other tasks associated with the Union's activities and entrusted to it by the Secretary-General.

## DUTIES AND RESPONSIBILITIES

Under the supervision of the General Legal Counsel, the incumbent will perform the following duties:

- Conduct comprehensive legal research, analyse any legal documents and precedents, provide opinions, prepare memoranda and other documents of a legal nature, and provide specialized legal advice on questions related to the functions, working methods and mandate of the Union. Such matters may include, without limitation, relatively complex legal or policy questions in the field of data protection and privacy, administrative law, intellectual property law, contracts law and public international law.

- Collaborate with the General Legal Counsel in the preparation of opinions on particularly complex or delicate questions in the above-mentioned fields.
- Provide legal advice to technical committees (Study Groups, Working Parties, Rapporteur Groups, Focus Groups) and other technical bodies on questions related to the above-mentioned fields, as well as on procedural matters.
- Negotiate, prepare and/or review contracts and agreements of relative complexity, including MoUs project documents which have been submitted to the Legal Affairs Unit for legal review, comments clearance. Develop new legal forms and contractual templates (including on data protection and privacy matters) with a view to improving contract management.
- Provide legal advice and assist in resolving procedural and substantive legal issues during conferences, assemblies, and meetings of the Union.
- Act as Secretary of the Credentials Committee for treaty-making conferences of the Union. In this capacity: (a) provide legal advice to Member States and the Credentials Committee, with a view to ensure that Member States' credentials and transfers of powers are submitted and processed in accordance with ITU basic texts, international treaty law and UN practice; (b) supervise the work of the administrative staff assigned to the Credentials Committee secretariat in supporting the work of the Credentials Committee; and (c) coordinate with the conference secretariat, to ensure that the decisions of the Credentials Committee with respect to the rights of Member States to vote and sign the final acts of the conference are properly implemented.
- Develop proposals related to components of legal instruments such as treaty texts, internal regulations, policies and other materials based on standard practice.
- Prepare briefs and assist in representing the Union in cases before judicial, arbitral and other dispute resolution bodies.
- Consult and liaise with counterparts in other organizations and represent the Legal Affairs Unit at internal meetings, boards or committees, and at external conferences and meetings, in accordance with instructions received.
- Perform other related duties as assigned.

## **CORE COMPETENCIES**

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

## **FUNCTIONAL COMPETENCIES**

Analysis, Judgement and Decision Making  
 Client and Service Orientation  
 Innovation and Facilitating Change  
 Leadership  
 Networking and Building Partnerships  
 Planning and Organising  
 Successful Management

## **TECHNICAL COMPETENCIES**

- Excellent drafting skills and ability to conduct work independently, and supervise/review comprehensive legal research.
- Ability to deliver within short deadlines.
- Innovative, creative and solution oriented.
- Strong sense of rigor.
- Excellent interpersonal skills and ability to establish and maintain effective working relations with people of different nationalities.
- Strong analytical and negotiation skills.
- Ability to identify priority activities and assignments.
- Proven knowledge of public international law, administrative law and data protection/privacy law is required.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in law, with emphasis on public international law 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

**Experience:**

At least seven years of progressively responsible experience in a legal service in above-mentioned 1 including at least three at the international level, preferably in the legal service of one or more international organizations. A Doctorate in a related field can be considered as a substitute for three years of work 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.)

**BENEFITS AND ENTITLEMENTS**

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 \$ 73,516 + post adjustment \$ 54,034

Other allowances and benefits subject to specific terms of appointment, please refer to

[https://jobs.itu.int/content/What-we-offer/?locale=en\\_US](https://jobs.itu.int/content/What-we-offer/?locale=en_US)

**INFORMATION ON RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU Careers website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

***ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.***