



General Secretariat (GS)

Geneva, 18 March 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/22

Subject: **VACANCY NOTICE No. 1969P-2025/SG-C&P/EXTERNAL/P3 "Conference Coordinator"**

Dear Madam, 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 19/05/2025 on ITU career website:

Conference Coordinator

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,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1969P-2025/SG-C&P/EXTERNAL/P3 "Conference Coordinator"**

Job Title: Conference Coordinator

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.

Conference Coordinator

Vacancy notice no: 1969

Sector: SG

Department: C&P

Country of contract: Switzerland

Duty station: Geneva

Position number: CF121/P3/887

Grade: P3

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 19 May 2025

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

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).

ORGANIZATIONAL CONTEXT

This post reports to the Head, Conference Management Service, and requires highly professional and independent work in order to deliver all aspects of ITU conferences, assemblies, meetings, study groups and events of all kinds (collectively referred to as events). This includes the quality preparation, efficient organization, and smooth running of all logistical and material aspects. The incumbent may be asked to supervise temporary staff within the service.

DUTIES AND RESPONSIBILITIES

- Plans and manages the organization of ITU events from initial conception to final delivery, both in Geneva or internationally. This includes conferences, assemblies, study groups meetings, high level fora, roundtables, summits and official celebration events of different sizes and natures. He/she coordinates the preparation of host country agreements and their annexes in liaison with other relevant services; provides support and guidance in negotiations with host countries; coordinates facilities and requirements with all relevant stakeholders (conference centre managers, ITU members, official missions, sponsors, service providers, etc.).
- In the run-up to events, participates in preparatory meetings and undertakes on-site inspection missions to determine the most suitable venue, identifies the necessary premises and logistical arrangements discussing availability, costs and various requirements for local staff, hotel facilities and transportation. He/she plans conference missions and coordinates the staffing table with the ITU Travel Section; analyses conference and meeting spaces, room and facility requirements based on requests from relevant services and departments. The incumbent provides advice, proposes floorplans, planning and management of rooms at the conference venue, and prepares the list of requirements.
- Prepares and implements operational plans using relevant tools such as the CRM Room Management application. Ensures that all elements of the work plan are carried out in a timely and cost-effective way; advises on event time- management plans and on procedures for conducting meetings, ensuring compliance with legislative obligations. Coordinates the provision of all necessary services such as interpretation, remote participation, webcast and captioning, in close collaboration with the Information Services, Security and Protocol teams. Monitors the implementation of the sustainable management and green events toolkit, with host country and organizer counterparts ensuring compliance with the toolkit and related standards before, during and after the event.
- Manages all aspects of event services on -site, whether insourced or outsourced. Coordinates with relevant services during the events, keeping all parties informed of meeting details. Attends Steering Committee Meetings during Conferences (with the Chairs and Vice-Chairs of the conference) to establish the meeting timetable and update meeting announcements (display boards, screens).
- Prepares feedback, evaluation and statistical reports on conferences and meetings. Organizes debriefings to propose new approaches for improving the overall efficiency of services. Prepares written reports highlighting challenges, solutions, and proposed

enhancements for future conferences and meetings. Ensures that all statistical information for events is accurately recorded and entered into the CRM database.

- Establishes effective working methods, guidelines and processes, including schedules, timeframes and deadlines for all stages of events (planning, organization and implementation). Coordinates and proposes the best event- management tools for project management.
- Coordinates the preparation of all conference management documents required for presentation to the ITU Council, such as the calendar of conferences and events.
- Analyses the requirements and challenges to ensure business continuity for ITU conference management, proposing strategies, solutions and contingency plans.
- Keeps abreast of the latest developments in conference management trends and activities, applying this expertise to all aspects of the Service's work with new strategies, suggestions and alternative approaches.
- Performs 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

- Highly developed and proven organizational skills, including the ability to manage several tasks simultaneously under pressure and accommodate with irregular working hours.
- Excellent interpersonal skills, including the ability to interact effectively with people at all levels, strong communication skills, tact and discretion, and a customer-orientation approach to ensure efficient delivery of products and services.
- Familiarity with Word and data processing applications, as well as IT systems, tools and applications relevant to the role, including, technical drawing software.
- Forward-thinking, with the ability and willingness to monitor and implement improved working methods and business processes on an ongoing basis, including through new ICT applications.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in 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. For internal candidates, a first university degree in combination with seven years of qualifying 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 events management, including at least two at the international level. A Doctorate in a related field 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).

BENEFITS AND ENTITLEMENTS**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 \$ 70,212 + post adjustment \$ 47,814

Other allowances and benefits subject to specific terms of appointment, please refer to: https://jobs.itu.int/content/What-we-offer/?locale=en_U

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.