



General Secretariat (GS)

Geneva, 23 July 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/33

Subject: **VACANCY NOTICE No. 2064P-2025/SG-C&P/EXTERNAL/P5 "Head, English Language Section"**

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 23/09/2025 on ITU career website:

Head, English Language Section

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. 2064P-2025/SG-C&P/EXTERNAL/P5 "Head, English Language Section"**

Job Title: Head, English Language Section

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.

Head, English Language Section

Vacancy notice no: 2064

Sector: SG

Department: C&P

Country of contract: Switzerland

Duty station: Geneva

Position number: CF21/P5/38

Grade: P5

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 23 September 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

Under the supervision of the Chief, C&P, the Head of English Language Section serves as the team leader and provides authoritative expertise across all assigned responsibilities to deliver the Section's outputs within the prescribed time, cost and quality standards. The Head fosters a spirit of collaboration and cooperation to achieve results. The Head of English Language Section operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of the delegated assignments.

DUTIES AND RESPONSIBILITIES

The incumbent:

- Leads the translation team and manages, organizes, and oversees the Section's work, ensuring the timely and efficient delivery of translation, text-processing and other language services. Studies, evaluates and introduces new working methods, based on the latest developments in the field of translation, text-processing and information technology, making full use where relevant of the latest technological tools using artificial intelligence, such as machine translation, speech to text tools, ChatGPT, etc. and actively seeking to apply them to their daily work.
- Plans the human resources of the Section, based on workload and forecasts, covering all aspects from recruitment and training to performance evaluation. Oversees the outsourcing of work to translation companies or consultants. Allocates tasks within the Section to ensure sufficient human resources at all times, in line with the available budget. Oversees the compilation of statistics for the work of the Section. Closely monitors and approves overtime work within the Section. Ensures continuous learning and development plans for staff.
- Supervises and monitors the quality of the work done in the English Language Section. Closely oversees and supports the training of new translators. Advises the General Secretariat and the Bureaus of the Union on issues related to translation, post-editing or text-processing. Develops and offers guidance on English language style guidelines.
- Participates in discussions and contributes to Department-wide projects such as guidelines, Service Orders, JIU or Internal Auditors' Reports as necessary.
- Participates in the testing and evaluation of new machine translation engines, post-editing tools, and speech to text technologies. Provides feedback on their implementation, and contributes to related projects, particularly those involving computer-aided translation (CAT) tools such as eLuna, with a focus on assessing their applicability and limitations.
- Translates, revises and edits particularly important or sensitive texts.
- Participates in ITU conferences as team leader, reviser or translator; contributes to the work of editorial committees when necessary.
- Participates in terminology-related work and the development of terminology standards; supports the establishment and maintenance of an accurate multilingual term base.
- 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

- Advanced managerial and strategic planning skills in complex projects and delivering time-sensitive results.
- Proficiency in the use of information technology, including web-based terminology resources, reference and CAT tools.

- Strong drafting and analytical skills necessary for the translation and revision of highly difficult, complex or urgent documents.
- Knowledge of AI-driven language tools and trends, including their applicability.
- Subject-matter expertise relevant to the mandate of the ITU, knowledge of Information and Communication Technology (ICT) terminology would be an advantage.
- Demonstrated ability to plan strategically, lead teams and manage limited resources to meet the needs of a service, with foresight to anticipate challenges.

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 degree 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 human resources management, including administration of outsourced work.

Languages:

English mother tongue with excellent knowledge of one of the other official languages of the Union (Arabic, Chinese, French, Russian, Spanish) at advanced level. Knowledge of a third official language would be an advantage.

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 \$ 101,540 + post adjustment \$ 82,654

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.