



General Secretariat (GS)

Geneva, 3 October 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/43

Subject: **VACANCY NOTICE No. 2170P-2025/SG-SPM/EXTERNAL/P3 "Emerging Technologies Creative Writer"**

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 03/12/2025 on ITU career website:

Emerging Technologies Creative Writer

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. 2170P-2025/SG-SPM/EXTERNAL/P3 "Emerging Technologies Creative Writer"**

Job Title: Emerging Technologies Creative Writer

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.

Emerging Technologies Creative Writer

Vacancy notice no: 2170

Sector: SG

Department: SPM

Country of contract: Switzerland

Duty station: Geneva

Position number: PM08/P3/760

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): 3 December 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.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

ORGANIZATIONAL CONTEXT

Within the Emerging Technologies Division of the Strategic Planning and Membership Department, and under the supervision of the Senior Speechwriter and Advisor, the incumbent will support the crafting of high-impact communications materials for the ITU Secretary-General.

This role requires a solid understanding of digital policy, international affairs, and technological innovation, as well as a demonstrated ability to interpret ITU's strategic priorities, technical work and other complex materials into clear, contextually relevant language that is accessible to target audiences and accurately reflects ITU's position.

DUTIES AND RESPONSIBILITIES

- **Content production:** Support the development of compelling and informative communications products for ITU leadership, including but not limited to speeches, talking points, op-ed articles, video messages, and press statements. Ensure that all outputs effectively communicate ITU's mission and strategic goals while being tailored to diverse global audiences.
- **Workflow management:** Use project management software to ensure timely and high-quality delivery across all stages of the speechwriting process, from logging initial requests to seeking requisite approvals. Manage document versions and feedback cycles, ensuring collaborative input and alignment with strategic messaging.
Track editing and revision stages through comment resolution workflows, ensuring collaborators adhere to established turnaround times. Oversee the approval process, ensuring the final product is reviewed, validated by leadership, and systematically archived for future reference.
- **Coordination and outreach:** Coordinate with internal subject matter experts to gather key inputs, background materials, and updated information for each speaking engagement, working closely with ITU communications, policy, and technical teams across the Bureaux to integrate institutional knowledge and technical accuracy ensuring that outputs are persuasive, politically sound and factually accurate and that messaging is coordinated on issues of shared interest. Collaborate with colleagues in SPM, the Executive Office and across ITU, to maximize the impact of speeches and other communication materials and to ensure their timely delivery.
- **Research, analysis and fact-checking:** Conduct in-depth research on digital and emerging technologies and their implications for global technology policy. Stay abreast of the latest trends and developments in telecommunications and digital technologies to inform speeches and communication materials. Perform fact-checking on inputs and independently verify all claims, statistics, and quotations through reliable sources to uphold the credibility and integrity of the final product. Synthesize key insights to inform the Secretary-General's public remarks.
- **Coaching and training support:** Support the senior speechwriter in providing targeted guidance to colleagues across ITU to improve the quality and clarity of inputs submitted for speeches and other communications. Contribute to building internal capacity by sharing best practices for drafting strong, audience-focused materials. Offer feedback and practical suggestions to help contributors align content with strategic messaging and improve narrative flow.
- **Emerging technologies advisory support:** Support the senior speechwriter in providing sound advice on the latest emerging technology trends and assist with other related duties to support the Emerging Technologies Division as required.
- 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
Networking and Building Partnerships
Planning and Organising

TECHNICAL COMPETENCIES

- Highly developed communication skills including spoken, written and public speaking abilities.
- Ability to rapidly analyze and integrate diverse information from multiple sources.
- Broad understanding of technology policy issues, as well as geopolitical sensitivities.
- Demonstrated planning and organizational skills, with the ability to meet tight deadlines and handle multiple concurrent projects and tasks.
- Proficiency in research and project management software applications, including the latest artificial intelligence tools to support drafting, language refinement, idea generation and workflow management, while maintaining strict oversight to ensure factual accuracy.
- Discretion and sound judgment in applying expertise to complex and/or sensitive issues.
- Ability to speak and write clearly and effectively; listen to others, correctly interpret messages from others and respond appropriately; and ask clarifying questions to support two-way communication.
- Ability to tailor language, tone, style and format to match the audience, and demonstrate openness in sharing information and keeping people informed.
- Knowledge of, and sensitivity to multicultural and gender considerations, with the ability to apply UN rules, regulations, policies and guidelines in work situations.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in political science, law, communications, journalism, technology policy or a related field OR education in 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 seven (7) years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

A minimum of five (5) years of progressively responsible experience in communications, speechwriting or journalism, including at least two (2) at the international level is required. A doctorate in a related field can be considered as a substitute for two years of work experience. Proven experience in writing on technology issues is desirable.

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 \$ 57,153

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

to: 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.