Geneva, 25 February 2026

E-mail: HRerecruit@itu.int

  To the Director-General

Circular letter No. 26/10

Subject: **VACANCY NOTICE No. 2261P-2026/BDT-DDR/EXTERNAL/P2 "Editor Officer"**

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 27/04/2026 on ITU career website:

Editor Officer

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. 2261P-2026/BDT-DDR/EXTERNAL/P2 "Editor Officer"**

Job Title: Editor 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.

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.

Editor Officer

Vacancy notice no: 2261
Sector: BDT
Department: DDR
Country of contract: Switzerland
Duty station: Geneva

Position number: TD22/P2/881
Grade: P2
Type of contract: Fixed-term
Duration of contract: 2 years with possibility of renewal
Recruitment open to: External
Application deadline (Midnight Geneva Time): 27 April 2026

ORGANIZATIONAL UNIT

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union. BDT deals mainly with development policies, strategies, programming, projects, as well as technical cooperation activities to enable and foster universal access to affordable, high-quality and secure telecommunications/ICTs and Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development. To effectively and efficiently serve the needs of Member States, BDT is organized into four functional areas:

- Operations Coordination Department (Office of the Deputy to the Director) (DDR)
- Projects, Partnerships & Digital Skills Department (PPS)
- Digital Networks & Environment Department (DNE)
- Digital Knowledge Society Department (DKS)

The Office of the Deputy to the Director and Operations Coordination Department (DDR) are responsible for ensuring operation readiness and providing support for the functioning of the Regional Offices and Geneva HQ, especially the implementation of projects and programmes. Functional areas, such as meetings, fellowship and IT support reports to this Department. The unit for special attention in all aspects related to LDCs, LLDCs and SIDs is the responsibility of this Department. The Deputy to the Director is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, financial and operational planning process. The Department is responsible for leading the operational planning and implementation support, within the framework of the Action Plan. The Department is also responsible for coordinating conferences and events, editorial works and documentation

control, monitoring the implementation of decisions emanating from ITU and BDT governing bodies, including TDAG, Council, Conferences and Assemblies of the other Sectors on matters of relevance to BDT. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

ORGANIZATIONAL CONTEXT

Under the supervision of the Editor Coordinator and/or the Head of Documentation, Events and Registration (DER) Division, the incumbent is responsible for providing BDT with publishing and editing services to ensure the production of high-quality reports, publications, and other materials requiring editorial input.

DUTIES AND RESPONSIBILITIES

- It is the role of the editor to take all possible measures to improve the quality of ITU-D publications and their presentation, to analyse and revise manuscripts and to make recommendations for their improvement, in particular:

  - Correct obvious faults in language, grammar, spelling and punctuation.
  - Suggest alternatives for badly constructed, unclear, ambiguous, or redundant passages.
  - Check content for omissions, continuity, logical arrangement, clarity of expression and consistency, making suggestions to improve the overall structure of the content.
  - Ensure that the text satisfies the editing norms established by ITU, with reference to the ITU style guide.
  - Ensure the correct use of the typographical conventions and correct faults that may impede readability (both for print and online editions).
  - Identify erroneous, missing or inaccurate references, quotes and links.
  - Check the presentation and layout of textual and graphical material in line with established presentation norms.
  - Seek clarification from authors, action managers, project managers, and focal points.
- Analyse the content and recommend the publication family and template under which the work is to be published, in compliance with the ITU-D publication guidelines, and coordinate the workflow of corrections to the master file through clear communication with composition services, authors, action managers, project managers, and focal points.
- Establish, manage, and monitor a production schedule based on deadlines for work approved by the Publications Board, and follow up with authors, action managers, project managers, and focal points on commitments made to ensure that production deadlines are met at each step throughout the copy-editing and production process involved in the production chain and that any delays are registered.
- Improve workflows in accordance with editing and publishing best practices and provide advice to authors, action managers, project managers, and focal points on ways to improve the quality of publications and the efficiency of the publication process.
- Provide editorial services to ITU-D conferences to improve the readability of BDT input documents and ensure the consistent use of references and terminology.
- Maintains and updates the BDT publication guidelines and ensures that authors, action managers, project managers, and focal points are aware of the workflows set out in these guidelines.
- Provide minutes of meetings relating to publications-related issues, coordinate input from BDT professionals and ensure follow - up.
- Perform other related duties as required, such as suggesting improvements to publication forewords for signature by the BDT Director, supporting the work of the Editorial Committee of WTDC, and drafting input to the Publications Board to improve and streamline the editorial function and policy.

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
Planning and Organising

TECHNICAL COMPETENCIES

Proven ability to gain the assistance of others in a team endeavor, and to make maximum use of IT tools to increase efficiency and output and reduce costs.

QUALIFICATIONS REQUIRED

Education:
University degree in literature, journalism, communication, political science, or a related field, OR education in a reputed college of advanced education, with a diploma of an equivalent standard to that of a university degree in one of the fields above.

Experience:
At least three years of progressively responsible experience in the field of writing, editing and publishing with thorough communication skills in English, both oral and written and demonstrated drafting and editing experience. An advanced degree in a related field can be considered as a substitute for one year of working experience. 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 set within the UN Common System for salaries and allowances.
Annual salary from $ 56,046 + post adjustment $ 50,441
Other allowances and benefits subject to specific terms of appointment, please refer to: What We Offer

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.