

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



T E L E F A X

Geneva, 3 August 2000

Circular letter No. 69

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 27-2000 ITU

To the Director-General

Dear Sir,

The post described in the Annex is to be filled in the Field.

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 should be obliged if Administrations would let me know the names of qualified candidates for the above post. Detailed applications using ITU Personal History Forms should be submitted to the General Secretariat not later than **3 October 2000**.

The Plenipotentiary Conference (Minneapolis, 1998) adopted the Resolution 48 (Rev.), affirming that: "... 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 insufficiently represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

Administrations of countries from regions of the world which are not or are insufficiently represented among the staff of the Union are especially requested to submit applications from suitably qualified candidates.

Administrations are kindly requested to refer to monthly Notifications where the results of all competitions for vacant posts are published and to notify such results to candidates whose applications have been forwarded by them.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Yoshio UTSUMI
Secretary-General

Annexes: Notice of Vacancy No. 27-2000 ITU
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



VACANCY NOTICE No. 27-2000 ITU

Date of issue: 3 August 2000
Deadline for external application: 3 October 2000

Applications from women
are encouraged

FUNCTIONS: Head of the ITU Regional Office for Arab States (ROAS)
TYPE OF APPOINTMENT*: Fixed term for one year with possibility of extension
GRADE: D.1
POST NUMBER: BR4C/D1F/785
DATE OF ENTRY: As soon as possible
DUTY STATION: Cairo, Egypt

BUREAU:

The Telecommunication Development Bureau (BDT) is responsible for organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

ORGANIZATIONAL UNIT:

Within the Telecommunication Development Bureau (BDT) of the ITU, the Field Operations Department (FOP) is responsible for the development of operational policy and strategy of telecommunication, assistance in the planning, organization and coordination of technical cooperation programmes and project activities including human resources and network management and the coordination of field activities as a follow-up of Regional and World Telecommunication Development Conferences; these activities are carried out both at Headquarters and at the Regional or Area offices.

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Director of the Telecommunication Development Bureau (BDT) and the supervision of the Chief of the Field Operations Department and in close collaboration with the Regional Coordinator at Headquarters, the incumbent serves as Head of the ITU Regional Office for Arab States and is responsible for planning, organizing and directing the work of the Regional Office and associated area offices. To this end the incumbent: **1.** Identifies the strategies, procedures and priorities in the context of the requirements of the region. **2.** Studies and assesses the development needs of the region and formulates general programmes for the enhancement of its networks and services. **3.** Organizes the collection, circulation and exchange of information on matters pertaining to development of telecommunications and their rational use, and the activities of ITU in these fields. **4.** Directs the preparation and submission of ITU proposals for consideration by governments, telecommunication agencies and funding entities. **5.** Develops a mechanism to increase the effective development and use of human resources of the region. **6.** Approves and signs, on behalf of the ITU, project documents and revisions when their budget does not exceed US\$ 150,000. **7.** Organizes resource mobilization activities in the region in order to secure funding of projects. **8.** Organizes and participates in meetings or seminars. **9.** Is responsible for the overall implementation of the decisions/recommendations of World and Regional Development Conferences, in particular the BDT telecommunication development programmes in the region.

.../...

External applicants should **STATE THEIR NATIONALITY, QUOTE THE VACANCY NOTICE NUMBER**, and address application with completed Personal History Form (PHF) (if not already available at ITU) to:

Personnel Department, ITU, Place des Nations, CH - 1211 Geneva 20, Switzerland.
Telephone: +41 22 730 51 11, Telefax Gr3:+41 22 733 72 56 or Gr4:+41 22 730 65 00, Internet: itumail@itu.int

The PHF is available on the ITU's Web Site: <http://WWW.itu.int>.

Any application submitted without a PHF will not be considered.

* The type of appointment of internal candidates will depend on their contractual status.

10. Provides the Arab States countries of his/her region with all relevant information on the organization of global/regional meetings and conferences. **11.** Acts as the principal ITU representative vis-à-vis the UNDP Resident Coordinators, Governments, telecommunication organizations, development banks and regional organizations in the region and develops and maintains close relationship with these entities at the highest level. **12.** Ensures that any agreements entered into by the ITU with these organizations are implemented. **13.** Directs, monitors, supervises and evaluates the work of the ITU staff assigned to the Regional Office and the work of experts assigned to field activities. **14.** Coordinates those activities concerning the countries of his/her region that may be referred to him/her by the other Bureaux of the Union. **15.** Provides and reviews inputs from the region to reports for ITU conferences and meetings, especially Council meetings, Regional and World Development Conferences as well as Plenipotentiary Conferences. **16.** Performs any other task in his/her field of competence that may be assigned to him/her by the Director of the BDT and the Secretary-General, as applicable.

QUALIFICATIONS REQUIRED:

1. Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), with some specialization in telecommunication, or education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in the above-mentioned field.
2. Over 15 years' experience in increasingly responsible positions in a telecommunication organization or entity, including a minimum of five years at the international level. Experience demonstrating a thorough knowledge of the international context of technical cooperation and telecommunication project implementation.
3. Ability to comprehend and articulate the particular needs of telecommunication development vis-à-vis the totality of socio-economic development, within the regional context.
4. Ability to initiate and maintain excellent working relations with officials at the highest level, and to manage staff.
5. Excellent knowledge of Arabic and good knowledge of English or French. Knowledge of the other 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.)

NOTES

- According to Resolution 48 (Rev.) adopted by the Plenipotentiary Conference (Minneapolis, 1998):
 - a) 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 insufficiently represented in the staffing of the Union.
 - b) Recruitment can take place at one grade below when no candidate fulfils all the qualification requirements.
- Appointment is subject to satisfactory medical report, verification of credentials and consultation with the applicant's Government.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions prescribed by the Swiss competent authorities.

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.

External distribution

CONDITIONS OF EMPLOYMENT

The conditions of employment for a temporary (fixed-term) appointment are governed by the Staff Regulations and Staff Rules and can be summarized as follows:

1. a) **Base Annual salary**

According to qualifications and experience:

- US \$ 68,893.- - 78,459.- for an appointee without dependants, or
- US \$ 74,533.- - 85,628.- for an appointee having a dependant.

b) **Post Adjustment** (non-pensionable)

At present 25.2% of the base annual salary indicated above at the relevant rate, grade and step. Post adjustment is subject to modification and the percentage may differ at the time of appointment as also during the course of the contract.

c) **Hardship/mobility/non-removal allowance**

This allowance is determined by reference to percentages at the mid-point of the base salary scale (P4, step VI), and comprises specific percentages for each of the various elements of the allowance.

In the case of the present assignment, and on the assumption that the appointee will be effecting a first assignment with the ITU or will not meet the requirements stipulated below, there is entitlement to the non-removal element only, representing 5% of the mid-point of the base salary scale or an annual amount, payable in US dollars, of:

- US\$ 2,648.- for an appointee without dependants, or
- US\$ 3,531.- for an appointee having a dependant.

Entitlement to the mobility element of the allowance is subject to the selected candidate's having accrued **five or more years of consecutive service** under intermediate-term or short-term contract status with the ITU or a UN agency **within the six-year period immediately preceding his/her appointment to the above post**. In such case, account will be taken of all prior assignments of one-year or longer duration in establishing the entitlement to the mobility element of this allowance. (Mission periods under Special Service Agreements, Service or Sub-contracts cannot be taken into account.)

The mobility element represents 15% of the mid-point of the base salary scale for the second assignment and an additional 2% for each successive assignment up to a total of five assignments. It is subjected to a time limit of five consecutive years at the same duty station, after which period 10% of the allowance would be deducted to reflect non-mobility. This period might exceptionally be extended by the organization to six years.

At present, there is no hardship entitlement for the duty station of this post.

2. **Duration of appointment**

Intermediate-term appointments do not carry any expectancy of renewal or of conversion to any other type of appointment. They may be terminated by the Secretary-General or by the staff member concerned on 30 days' notice, subject to conditions prescribed in the Staff Regulations and Staff Rules. Preference will be given to candidates less than 55 years old.

3. **Allowances**

a) **Assignment grant**

The assignment grant comprises two elements:

- thirty days daily subsistence allowance, payable in local currency, at the UN rate pertaining at the duty station at the time of the staff member's arrival - at present Egyptian Pounds 587.56 (equivalent US\$ 171.35) and 30 days at half the DSA rate for each eligible dependent at the rate pertaining at the time of their arrival at the duty station.
- a lump sum, payable in convertible currency, comprising salary plus post adjustment (at the duty station) at the staff member's grade and step and equivalent to one month of such salary plus post adjustment for assignments of one to two-year duration at the same duty station. Should the assignment subsequently be extended and the appointee serve for a full third year, a further one-month lump sum will become due.

b) Dependency allowance

- For a dependent spouse Included in basic salary
- For a dependent child US \$ 1,730 per annum
(If the first child is the dependant in respect of whom the staff member is entitled to the dependency rate included in annual base salary)
- Where there is no dependent spouse, for one of the following: a dependent parent, a dependent brother or a dependent sister US \$ 619 per annum

Payment of dependency allowances will be based on recognition of dependency as defined in the Staff Regulations and Staff Rules. For the purpose of these Staff Regulations and Staff Rules, a "child" shall be the child of a staff member, under the age of 18 years, or if the child is in full-time attendance at a school or university (or similar educational institution) under the age of 21 years for whom the staff member provides main and continuing support. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived. However, with a view to avoiding duplication of benefits and in order to achieve equality among staff members, the above dependency allowance for children will be reduced proportionately if the staff member receives similar benefits from another source.

c) Education grant

An education grant of up to \$ 9.750 per annum is paid for each child under 25 years of age in full-time attendance at a school or university, or similar educational institution, subject to the conditions prescribed in the Staff Regulations and Staff Rules.

d) Rental subsidy

At present, under certain circumstances a rental subsidy may be granted to staff members when the rent represents too high a proportion of the total remuneration. The question of treatment of housing costs in the UN salary system is currently under review and housing costs may be handled differently in the future.

4. Travel and removal

a) Travel

The travel expenses of an internationally recruited staff member and his/her dependants from the place of recruitment to the country of the duty station will be defrayed by the Union. Dependants who may be transported at ITU expense are: wife or husband and unmarried children under the age of 18 years or under the age of 21 years if they are in full-time attendance at a school or university or of any age if they are totally and permanently disabled.

b) Shipment of personal effects

A shipment of personal and household effects by the most economical mode of transportation, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding reasonable crating and lift vans of:

- 1,000 kg (2200 lbs) or 6.23 cubic metres for the staff member,
- 500 kg (1100 lbs) or 3.11 cubic metres for the first eligible dependant,
- 300 kg (660 lbs) or 1.87 cubic metres for each additional dependant authorized to travel at the Union's expense,

by sea/land, except that the staff member may elect to convert his or her whole shipment to air freight on the basis of one half of the weight or volume of the entitlement by the surface mode of transportation.

5. Home leave

Internationally recruited staff members are granted home leave once every two years.

6. Pension Fund

The successful candidate will be affiliated to the United Nations Joint Staff Pension Fund; a contribution of 7.9% of his/her pensionable salary will be deducted from his/her emoluments.

7. Repatriation grant

In virtue of Regulation 9.7 of the Staff Regulations and Staff Rules, a repatriation grant shall be payable to staff members whom the Union is obligated to repatriate and who do not remain in the country of the duty station after separation from service. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the Union, no payment being applicable in the case of service of less than one year.

8. Medical examination

The appointment is subject to a satisfactory medical examination to be carried out under the responsibility of the Medical Adviser of the ITU.

9. Sickness insurance

The selected candidate will be affiliated to the Staff Health Insurance Fund and will also participate in a Group Life Insurance Scheme.

10. Income tax

Salaries and other emoluments paid by the Union are free of income tax. Candidates coming from countries which have not acceded to the UN Convention in respect of taxes levied on salaries earned in international service will receive reimbursement proportionate to their ITU emoluments.

Note: A staff member whose home country is the country of his/her official duty station shall not be eligible for the allowances and entitlements specified in points 1.c), 3.a), c) and d), 4.a) and b), 5 and 7 above.