

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Geneva, 14 August 2000

Circular letter No. 75

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 28-2000 ITU

To the Director-General

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 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 **13 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. 28-2000 ITU
(Job description of the post to be filled and conditions of employment)

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INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

VACANCY NOTICE No. 28-2000 ITU

Date of issue: 14 August 2000
Deadline for external application: 13 October 2000

Applications from women
are encouraged

FUNCTIONS: GTU/GTTI Project Coordinator
TYPE OF APPOINTMENT*: Fixed-term for one year with possibility of extension
GRADE: P.4
POST NUMBER: BF2/P4H/1170
DATE OF ENTRY: As soon as possible
DUTY STATION: ITU, Headquarters, Geneva, Switzerland

ORGANIZATIONAL UNIT:

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 development, 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 direction of the Chief, Regional Development Department in the BDT/FOP Department, the supervision of the Head, Human Resources Development Division (HRD) and in close collaboration with the HRD officers (HQ and regional offices), the incumbent will implement the GTU/GTTI (Global Telecommunication University/ Global Telecommunication Training Institute) project. He/she will, in particular: **1.** Review and assess the status of the project by analyzing all the material produced by the ITU HRD Division related to GTU/GTTI which includes: project documents, feasibility studies, draft agreements with possible partners, available market studies, courses being delivered or already delivered, etc. **2.** In close co-ordination with the HRD Regional Officers in the different regions, carry out a survey on training needs identification, define priority subjects for the distance-learning programs to be provided by the GTU/GTTI, identify "customers" for the above-mentioned distance-learning programs. **3.** In order to negotiate and formalize administrative agreements for partnerships, and define actions to be implemented and resources available from partners (courses or programs to be delivered throughout the ITU/BDT Virtual Training Centre and/or the

.../...

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.

infrastructure of each of the partners): **3.1** Carry out market research and promotional activities to identify potential partners, **3.2** Contact universities, training institutes and other bodies interested in becoming members of the GTU/GTTI, and **3.3** Determine financial conditions to implement the programs. To this end, organize working groups and facilitate round table meetings by Regions and/or carry out missions to visit potential partners. **4.** Organize the "Co-ordination Committee of GTU/GTTI" and its regular meetings. **5.** Initiate actions to establish a trust fund for the GTU/GTTI; assist in the initial mobilization of funds for the trust and formulate a mechanism for the establishment and operation of such a fund for approval by the relevant parties. **6.** In collaboration with HRD experts, co-ordinate, follow-up the results, evaluate the quality of programs and of the learning processes and control the activities defined in the administrative agreements with each of the partners. **7.** During the implementation of the courses delivered by the partners, solve any problems that may arise in developing countries/organizations. **8.** Prepare and present project framework papers and documents. **9.** Perform such other duties in his/her speciality as may be assigned by the Head, HRD.

QUALIFICATIONS REQUIRED:

1. Advanced university degree in telecommunications engineering or science (electrical/electrical engineering) with a specialization in telecommunication or another 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 above-mentioned fields.
2. Over 7 years of progressively responsible experience in project coordination in a telecommunication administration or private operating agency including two years at the international level.
3. Knowledge and experience in informatics and in distance-learning processes.
4. Experience and knowledge of the conditions prevailing in the developing world and of technical cooperation activities.
5. Ability to initiate and maintain good working relations with officials at all levels.
6. Excellent knowledge of English, French or Spanish and good knowledge of one of the other languages. Knowledge of the third one would be an asset.

(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. Annual salary (present rate):

Grade P.4

Annual salary from \$ 56,380.- by annual increments to \$ 73,517.- (biennial increments for steps 13 to 15) for a staff member with a dependent spouse or a dependent child. Increments are subject to satisfactory service. In addition, at the present time a non-pensionable post adjustment of \$ 17,026.76.- rising to \$ 22,202.13.- net per annum is added to the salary.

Annual salary from \$ 52,503.- by annual increments to \$ 68,002.- (biennial increments for steps 13 to 15) for a staff member without a dependent wife or child. Increments are subject to satisfactory service. In addition, at the present time a non-pensionable post adjustment of \$ 15,855.90 rising to \$ 20,536.60 net per annum is added to the salary.

Salaries, allowances and benefits (including repatriation grant) are paid in Swiss francs at a rate fixed by the Secretary-General; this rate, which is variable, now stands at 1.65 Swiss francs to the dollar.

2. Duration of appointment

Fixed-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.

Preference will be given to candidates less than 55 years old.

3. Allowances (present rate)

a) Assignment grant

On arrival in Geneva staff members are paid an assignment grant by the Union. The amount of the grant will be Swiss francs 280.- per day for the staff member and Swiss francs 140.- per day for each of his/her eligible dependants, for a period of 30 days after arrival in Geneva.

Under certain conditions to be determined at the time of appointment, staff members may be entitled to other payments on assignment.

b) Dependency allowance

- | | |
|---|---|
| - For a dependent spouse | Included in basic salary |
| - For a dependent child
(If the first child is the
dependent in respect of whom
the staff member is entitled
to the dependency rate | Swiss francs 3,366 per annum

included in basic salary) |
| - Where there is no dependent
spouse, for one of the following:
a dependent parent, a dependent
brother or a dependent sister | Swiss francs 1,500 per annum |

Payment of dependency allowances will be based on recognition of dependency as defined in the ITU Staff Regulations and Rules. For the purpose of these Regulations and 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. Swiss nationals are not entitled to this grant, except in respect of physically or mentally disabled children.

d) Rental Subsidy

Under certain circumstances a rental subsidy can be granted to staff members newly arrived at the duty station when the rent represents too high a proportion of the total remuneration.

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 Geneva 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) Transport of personal effects

A contract of less than two years does not entitle the holder to removal expenses. However, staff members may be reimbursed expenses for the removal of household goods and personal effects via land or sea up to a maximum including weight and volume of packing crates of:

- 1000 kg or 6.23 m³ for the staff member
- 500 kg or 3.11 m³ for the first dependant (spouse or child)
- 300 kg or 1.87 m³ for each of additional dependant.

The surface entitlement may be wholly or partly converted to air freight on the basis of one-half of the weight or volume.

5. Home leave

Internationally recruited staff members are granted home leave once every two years. A staff member whose home country is the country of his/her official duty station shall not be eligible for home leave.

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 salary.

7. Repatriation grant

In virtue of Regulation 9.7 of the Staff Regulations and Rules a repatriation grant shall be payable to staff members whom the Union is obligated to repatriate and who do not remain in Switzerland after separation from service. The repatriation grant shall not, however, be paid to a staff member who has been 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.

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.

10. Income tax

Salaries and other emoluments paid by the Union are free of Swiss income tax.