

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Geneva, 7 August 2000

Circular letter No. 70

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 29-2000 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 **9 octobre 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. 29-2000 ITU
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

VACANCY NOTICE No. 29-2000 ITU

Date of issue: 7 August 2000
Deadline for external application: 9 October 2000

Applications from women
are encouraged

FUNCTIONS: Administrative Officer
TYPE OF APPOINTMENT*: Fixed term up to two years with possibility of extension
GRADE: P.3
POST NUMBER: DI/P3/3
DATE OF ENTRY: As soon as possible
DUTY STATION: ITU, Headquarters, Geneva, Switzerland

BUREAU:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

DUTIES/RESPONSIBILITIES:

As Personal Assistant to the Secretary-General, is responsible for the smooth functioning of the immediate office of the Secretary-General, for liaison between the Secretary-General, ITU elected officials and other senior staff, and for making all arrangements for his official travel, reception of visiting officials, representatives of Member governments and of international organizations or Sector Member(s). This includes the following duties:

1. Analyses, reviews and manages correspondence requiring the Secretary-General's attention referring to him only those communications requiring his personal attention. Follows up as required to ensure that other important correspondence is dealt with by the appropriate bureau/official. Reviews all correspondence prepared for the Secretary-General's signature to ensure its conformity with established policy and to ensure that all necessary coordination between bureaux and officials has been carried out. Screens telephone and verbal inquiries.
2. Assists the Secretary-General at important ITU meetings and conferences and ensures that all relevant supporting documentation is available for his use on those occasions. Follows the debates and discussions in order to anticipate the need for additional documentation or the presence of particular officials to follow up on discussions and/or action required. At his request, prepares the agenda and summary records of internal meetings chaired by the Secretary-General and ensures follow-up action.
3. Ensures the timely collection and coordination of briefing material and background documentation required by the Secretary-General for his missions and ensures that all travel arrangements and appointments are made. Keeps the Secretary-General informed, while on mission, of all important developments sending him copies of documents or correspondence as necessary. On his instructions, handles certain matters during the Secretary-General's absence and refers others to the relevant Bureau/department.
4. Manages all of the Secretary-General's appointments and receives his visitors including Ministers of State, Ambassadors, representatives of Member States, and high officials of international organizations or other entities.
5. Carries out studies and assignments for the Secretary-General, including those of a confidential nature and ensures prompt follow-up action as required. Ensures absolute discretion regarding the work of his immediate office and other on-going matters.
6. Keeps abreast of ITU activities in general to enable him/her to fully assist the Secretary-General.
7. Supervises the staff of the Office.

.../...

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, E-mail: personnell@itu.int

The PHF is available on the ITU's Web Site: 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.

QUALIFICATIONS REQUIRED:

1. University degree in management, public or business administration, law or another related field or education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the above fields,
OR
its equivalent in a combination of education, training and experience.
2. Over five years' experience in the administrative field in the ITU. Experience in all aspects of ITU Secretariat work is essential.
3. Familiarity with computerized information systems.
4. Qualities of initiative, tact and discretion. Excellent communication and organizational skills.
5. Ability to initiate and maintain good working relations with officials at all levels.
6. Excellent knowledge of English including editing and drafting ability and very good knowledge of French. Some knowledge of Spanish 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. Annual salary (present rate):

Grade P.3

Annual salary from \$ 47,342.- by annual increments to \$ 63,440.- (biennial increments for steps 14 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 non-pensionable post adjustment of \$ 14,297.28 rising to \$ 19,158.88 net per annum is added to the salary.

Annual salary from \$ 44,191.- by annual increments to \$ 58,977.- (biennial increments for steps 14 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 \$ 13,345.68 rising to \$ 17,811.05 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 283.- Swiss francs per day for the staff member and 141,50 Swiss francs 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 dependant in respect of whom the staff member is entitled to the dependency rate included in basic salary) | 3,366 Swiss francs per annum |
| - Where there is no dependent spouse, for one of the following: a dependent parent, a dependent brother or a dependent sister | 1,500 Swiss francs 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) Removal

An appointment of two years or more carries entitlement to removal of personal effects and household goods. The successful candidate will be informed of the detailed conditions of such a removal.

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.