

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Geneva, 7 August 2000

Circular letter No. 72

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 31-2000 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 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. 31-2000 ITU
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

VACANCY NOTICE No. 31-2000 ITU

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

Applications from women
are encouraged

FUNCTIONS: Communication and Promotion Officer
TYPE OF APPOINTMENT*: Fixed term up to two years with possibility of extension
GRADE: P.4
POST NUMBER: BD1/P4*/374
DATE OF ENTRY: As soon as possible
DUTY STATION: ITU, Headquarters, Geneva, Switzerland

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.).

DUTIES/RESPONSIBILITIES:

Under the general supervision of the Director of the Telecommunication Development Bureau and the guidance of the Head of Corporate Communication, the incumbent is responsible for the development, management and implementation of the Sector's communication and public affairs programme. The programme aims at providing a vehicle of communication with the Sector's members and with a wide range of organizations involved in telecommunication development. The purpose is to foster a better understanding of the ITU-D message, objectives, initiatives and activities, positioning the Bureau as a leading organization in international telecommunications development affairs and enhancing support for its work. To this end, he/she: **1.** Develops, in cooperation with the Departments of the Bureau at Headquarters and with Regional Offices, and in close consultation with the Telecommunication Development Advisory Group, Study Group Chairmen and experts in ITU-D membership, a variety of communication and public affairs programmes, activities and products - print and on-line - in support of the corporate communication strategy and related annual communication plan based on the priorities of the Strategic Plan of the ITU-D Sector. Prepares and/or commissions and coordinates their production to ensure that they meet established quality standards, are carried out timely and within budget, respond to the communication objectives set for the targeted audience and comply with established corporate communication policies and practices. **2.** Develops and implements, in close collaboration with the Corporate Communication Unit, a communication plan for major activities of the Sector including World and Regional Telecommunications Development Conferences, Study Groups, workshops and symposia. **3.** Establishes and maintains pro-active, effective and dynamic relations with the Sector's members (Member States and Sector Members), the telecommunication industry, and other organizations active in development activities relevant to ITU-D. The purpose is to communicate the achievements of the Sector, demonstrate the value of its work and provide coherence, focus and direction to its messages in order to strengthen support for its activities and enhance the depth of breadth of its membership. **4.** Follows the work of the ITU-D Sector, identifies and evaluates communication opportunities to highlight the relevance of the Sector to a corporate audience and coordinates action with the Corporate Communication Unit as required. **5.** Collaborates with the Corporate Communication Unit in developing suitable corporate programmes and products when issues relate to ITU-D

.../...

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.

activities. **6.** Contributes to the preparation of the corporate communication strategy and related annual communication plan to reflect the ITU-D requirements. **7.** Coordinates, advises and supports Headquarters and Regional Offices in fulfilling their communication mission including through a better promotion of their activities and achievements with a view to enhancing ITU's visibility at country level to raise its profile. **8.** Solicits feedback from the various constituencies on their perception of the work of the ITU-D Sector with a view to identifying areas where improvements would be warranted and advise the Director accordingly. **9.** Solicits and analyzes feedback on the implementation of the communication programme with a view to measuring its effectiveness. **10.** Establishes and leads a communication team with designated officials of the technical units and field offices: **a)** to act as focal points for information gathering in anticipation of events, identifying elements which could be information worthy for the identified audiences; and **b)** to act as a rapid-response network for any communication requirement that may arise. **11.** Drafts speeches, articles and other texts for the Director in line with the organization's communication agenda, ensuring that the key messages of the Sector are efficiently and forcefully conveyed. **12.** Identifies communications training requirements for BDT staff and advises the Director on training programmes for staff whose work profile requires improved communication skills. **13.** Performs, as required, any other duties commensurate with the level of the post.

QUALIFICATIONS REQUIRED:

1. Advanced university degree in journalism, communications, political or social sciences, public or international relations, business or liberal arts, 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 above-mentioned fields,
OR
its equivalent in a combination of education, training and experience.
2. More than 7 years of progressively responsible experience in positions in the communications field including public information, of which at least 3 years at the international level.
3. Broad knowledge of development issues at the international level
4. Track record of achievement in managing turn-key communication projects, including demonstrated ability to plan, organize and implement them on target and within budget.
5. Ability to research, analyze, compile raw data and write creatively on telecommunication related topics for different targeted publics and a variety of formats such as factsheets, speeches, articles and brochures. Demonstrated professional writing skills in English in telecommunications/information technology-related issues.
6. Ability to foster good, constructive relations with the media and other external constituencies.
7. Keen sense of news judgement to identify and assess potential stories for their worthiness and in determining appropriate treatment in matching them to target audiences.
8. Demonstrated experience in the computer systems, the Internet and related technologies for communication purposes.
9. Demonstrated initiative and capacity to work and deliver under pressure.
10. Excellent knowledge of English and a very good knowledge of French. 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.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 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 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.