

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Geneva, 9 August 2000

Circular letter No. 74

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 33-2000 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. 33-2000 ITU
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

VACANCY NOTICE No. 33-2000 ITU

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

Applications from women
are encouraged

FUNCTIONS: Head, Strategic Planning, External Affairs and Corporate
Communication Units
TYPE OF APPOINTMENT*: Fixed term up to two years with possibility of extension
GRADE: D.2
POST NUMBER: DS9/D2/200
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.

ORGANIZATIONAL UNIT:

The Strategic Planning, External Affairs and Corporate Communication Units (SEC) assist the Secretary-General and the Coordination Committee, by, inter alia: identifying changing trends in the telecommunications environment; analysing their implications for the ITU, preparing strategic planning studies, and helping to determine priorities for use of budgetary resources; helping to identify and implement opportunities for operational improvements and monitor cost savings or other benefits to respond effectively to the responsibilities assigned to the Union; developing and maintaining sound internal relations with Members States and "Sector Members" and providing the administrative secretariat for the Council, Plenipotentiary and other conferences of the Union; developing and maintaining sound external relations with the Host Country, private and public, regional and international organizations, the United Nations and its specialized agencies; developing and maintaining sound relations with the media and the general public; advising on and preparing public information for world-wide dissemination.

DUTIES/RESPONSIBILITIES:

Under the direction of the Secretary-General, the incumbent: 1. Studies on a continuous basis developments and trends in the telecommunications environment in the context of the global information economy and society, and assesses their implications for the ITU; plans, organizes and directs studies of strategic issues, development of options, proposals and plans relating to the purposes of the Union in a changing environment identifying the policy, actions and adaptations needed to achieve them; directs the preparation of and prepares reports and publications designed to stimulate a broad multidisciplinary approach to telecommunications policy and strategy issues and to assist Member States and Sector Members in adapting to the changing environment.

.../...

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.

2. Coordinates administrative issues between Sectors and Departments of the General Secretariat and prepares proposals for the Secretary-General. 3. Provides secretariat services to the Council, Plenipotentiary and other conferences of the Union; serves as Executive Secretary of the Coordination Committee. 4. Plans, directs and coordinates the ITU's entire public information programme, promoting its leadership role in the international community and ensuring that ITU's message is effectively communicated; manages the provision of expert advice to the Secretary General and senior managers on all questions relating to information strategies, image and opportunities aimed at promoting the ITU. 5. In cooperation with the Bureaux, plans and directs analysis and reviews of the activities and operations of the different sectors of the Union with a view to identifying opportunities for operational improvements, including developing indicators designed to assist managers in monitoring performance as well as to assist them in setting priorities for resource allocation; directs the development of plans for implementing the results of operations reviews; advises senior managers on management issues and opportunities; 6. Oversees the development and management of the ITU's sound relations with Member States and Sector Members, with the UN and its specialized agencies and other international organizations, with development and financing institutions, other bilateral and multilateral organizations, with regional and subregional telecommunications organizations, satellite organizations, with principal non-governmental international organizations and academic institutions. 7. In carrying out his/her duties, the incumbent works cooperatively with other intergovernmental and non-governmental organizations and represents ITU at national, regional and international level. 8. Carries out other duties that may be assigned by the Secretary-General.

QUALIFICATIONS REQUIRED:

1. Advanced university degree in telecommunication engineering, economics, law, political science, public or business administration, or other related fields 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 fields.
2. Over 20 years of progressively responsible experience, including a minimum of 10 years in an international environment either in the public or private sector and a thorough knowledge of telecommunications in the international context of strategic policy, planning and operational analysis. Experience in providing expertise and advice to senior management on a wide range of international telecommunications information-related issues and policies is also required. Extensive management experience essential.
3. Proven ability to provide effective leadership in coordinating cross-organizational activities.
4. Excellent skills in communicating effectively and persuasively both orally and in writing.
5. High level of political sensitivity and ability to initiate and maintain good working relations with senior officials of ITU's Membership and other important entities.
6. Excellent knowledge of English and very good knowledge of French. 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.)

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 D.2

Annual salary from \$ 83,081.- by annual increments to \$ 91,181.- (biennial increments for steps 2 to 6) 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 \$ 25,090.46 rising to \$ 27,536.66 net per annum is added to the salary.

Annual salary from \$ 76,325.- by annual increments to \$ 83,113.- (biennial increments for steps 2 to 6) 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 \$ 23,050.15 rising to \$ 25,100.12 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 325.- Swiss francs per day for the staff member and 162,50 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.