



Geneva, 7 September 2000

Circular letter No. 76

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 36-2000 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 **7 November 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. 36-2000 ITU
(Job description of the post to be filled and conditions of employment)



VACANCY NOTICE No. 36-2000 ITU

Date of issue: 7 September 2000
Deadline for external application: 7 November 2000

Applications from women
are encouraged

FUNCTIONS: System and Network Administrator
TYPE OF APPOINTMENT*: Fixed term up to two years with possibility of extension
GRADE: P.4
POST NUMBER: IS2/P4/322
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:

Within the General Secretariat, the Information Services Department (IS) is the focal point for the ITU information technology infrastructure which includes standards, user support and training, communication services (postal mail, voice, image, video, data), network services (file, print and computing), information exchange services (messaging, database, document base), desktop services (office productivity tools), administrative applications and software development environments. The Information Services Department manages the physical, human and organizational resources needed to design, deploy, operate, maintain and support the ITU information infrastructure. It also represents ITU in inter-organization meetings and committees related to information technology management.

DUTIES/RESPONSIBILITIES:

Under the supervision of the Head of the Computer and Network Division (CND) of the ITU Information Services Department, the incumbent acts as the project leader for the implementation, capacity planning and infrastructure, performance and monitoring of the Gigabit Ethernet/ATM LAN, in order to provide a reliable network environment and network services in the ITU. To this end, the incumbent performs the following duties: **1.** Analyses, designs and proposes plans to increase capacity of the computer network infrastructure at ITU headquarters and premises. **2.** Evaluates, designs and proposes plans for an integrated computer network management software which includes network, system, backup/archive, security, application and environment monitoring. **3.** Implements solution for computer network performance and management, which include recabling of buildings, overseeing site preparations and coordinating installation of new hardware and software. **4.** Provides guidance to effective use of network infrastructure and environment. **5.** Performs technical supervision of operators in computer network support and monitoring. **6.** Contacts external partners and represents the Division for evaluation of new products and software for network monitoring and network performance, project review, problem resolution and advise on suitability. **7.** Writes system documentation, coordinates training and provides support. **8.** Participates in coordination and liaison with other staff concerned. **9.** Assists and advises the Head of the Division and Chief of the Department; performs other tasks as necessary. Duties include responsibilities for providing reliable network environment, network services and other tasks, all during and outside normal working hours.

.../...

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. Advanced university degree in computer science, telecommunications or in a related field (science/engineering, electrical/electronic engineering) with some specialization in the area of networking 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. Over seven years of progressively responsible experience in computer system programming, network design and management and modern network technologies (e.g. Gigabit Ethernet/ATM);
3. Thorough knowledge and experience of network monitoring and internetworking techniques, network management integration, TCP/IP and Gigabit/ATM-related switching technologies;
4. Very good knowledge and experience with Unix and Windows NT;
5. Experience with structured cabling is an asset;
6. Ability to work as project leader and as part of a team; ability to maintain good working relations with staff members and users;
7. Very good knowledge of English or French and good knowledge of the other language.

(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 \$ 13,643.96 rising to \$ 17,791.11 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 \$ 12,705.72 rising to \$ 16,456.48 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 1.74 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.