



Geneva, 28 September 2000

Circular letter No. 77

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. 37-2000 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 **28 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. 37-2000 ITU
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



VACANCY NOTICE No. 37-2000 ITU

Date of issue: 28 September 2000
Deadline for external application: 28 November 2000

Applications from women
are encouraged

FUNCTIONS: Press and Public Information Officer
TYPE OF APPOINTMENT*: Fixed term until 31.12.2001 with possibility of extension
GRADE: P.3
POST NUMBER: DS9/P3H/1156
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:

In the Strategic Planning, External Affairs and Corporate Communication Units (SEC), under the general supervision of the Head of the Media Relations and Public Information Service of the Corporate Communication Unit, the incumbent performs the following duties: **1.** Seek the support of media representatives for promoting an accurate image of the Union and its activities; maintain, develop and establish contacts to raise interest in reporting on ITU's work; pro-actively identify and recommend editorial opportunities in key media and undertake contacts with a view to placing articles and opinion/editorials in the media (trade and mainstream). **2.** With the support of the Communication and Promotion Officers of the Bureaux, propose projects and activities that are high-profile or that are supporting ITU's key messages, prepare/review press releases and ensure their effective and timely distribution and provide the Communication and Promotion Officers with advice on internal and external communication programmes and services. **3.** Coordinate the development of web site content (news pages and corporate pages) including topic research, copy writing, reconciliation of internal edits from other staff members,

.../...

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.

coordination with other communication staff of the Unit, identification of relevant visuals, provision of guidance to Web Designer on layout and design, and coordination with printers on production/printing and Webmasters on Web posting. **4.** In collaboration with the Web staff of the Bureaux and other departments and units of the General Secretariat, review posted contents of the various ITU webs and recommend improvements in the information structure, presentation and lay-out and write/edit content of site as necessary. Review the editorial output of the Unit in terms of style, suitability, relevance and timeliness; contribute to the formulation of editorial guidelines for use by other communication staff in producing content for the News pages of the ITU Web Site, ITU News and other ITU information channels. **5.** Provide the information content for the Union's special information events. **6.** Write articles for the media, features, background papers, speeches etc. and review the work commissioned from external service providers or contributed by other ITU staff; write Q&A, conduct interviews and/or obtain quotable material from key figures in ITU's government or corporate membership. **7.** Develop information products and related editorial plans involving writing/reviewing the material, obtaining copy approvals, supervising the graphic design, production and dissemination through various distribution channels. **8.** Contribute input to policy papers on media and public information. **9.** Respond to requests for information from the media, the academia, the corporate world and other constituencies. **10.** May be called upon to represent the Union at press briefings. **11.** May be called upon to perform any other tasks as required.

QUALIFICATIONS REQUIRED:

1. University degree in business or liberal arts, communication, journalism, political science or in a 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-mentioned fields,
OR
its equivalent in a combination of education, training and experience.
2. More than five years of experience as a reporter or editor in a trade publication or as technology correspondent.
3. Demonstrated ability to research, analyze, compile raw data and write creatively on any telecommunication-related topics for different target audiences and in a variety of formats.
4. Demonstrated experience in producing information products (print and on-line) under strict and demanding deadlines. Operational knowledge of publication production.
5. Proven writing and editing skills in English in media relations/public information activities (editorial positions), or professional writing in a telecommunications/information technology-related environment with proven record of performance.
6. Broad knowledge of international telecommunications/IT issues.
7. Excellent communication and organizational skills.
8. Ability to work concurrently on several types of projects successfully and with minimal supervision.
9. Very good knowledge of Microsoft Office and desktop/web authoring software. Knowledge of other publishing software such as Corel Draw, Photoshop etc. would be an advantage.
10. Service-oriented personality, initiative and resourcefulness in problem-solving and in job improvement.
11. Excellent knowledge of English or French and very 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.3

Annual salary from \$ 47,342.- by annual increments to \$ 63,440.- (biennial increments for steps 14 and 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 \$ 11,456.76 rising to \$ 15,352.48 net per annum is added to the salary.

Annual salary from \$ 44,191.- by annual increments to \$ 58,977.- (biennial increments for steps 14 and 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 \$ 10,694.22 rising to \$ 14,272.43 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 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.