



General Secretariat (GS)

Geneva, 11 July 2013

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 153

Subject: **Vacancy Notice No. 14P-2013/TSB-OPD/EXTERNAL/P5**

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 invite qualified candidates and especially woman candidates to apply for the above position not later than 11/09/2013 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), 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 under-represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: **Vacancy Notice No. 14P-2013/TSB-OPD/EXTERNAL/P5**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 14P-2013/TSB-OPD/EXTERNAL/P5

Date of Issue: 11 July 2013

Currently accepting applications

Applications from women are encouraged

Functions: Head, Outreach, Events and Publications Division

Post Number: ST33/P5/550

Deadline for Applications (23.59 Geneva CH) : 11 September 2013

Duration of Contract: 2 years, with possibility of renewal for two additional years

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

Organ:

The Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

Organization Unit:

Within the Telecommunication Standardization Bureau (TSB), the Operations and Planning Department (OPD) is responsible for coordinating and planning support for the activities of the Telecommunication Standardization Sector, including membership recruitment and relations, organization and planning of assemblies and logistical support to meetings, document processing, electronic working methods, ITU-T databases, intellectual property matters and technical editing and final production of ITU-T recommendations and publications as well as ISO/IEC common texts. The Department is also responsible for the management and administration of human resources and for budget and financial control.

Duties / Responsibilities

Under the supervision of the Chief, Operations and Planning Department, the incumbent performs the following duties:

- Plans and manages the Outreach, Events and Publication Division, supervises staff, develops related operational plans and directs the development of the operational framework including related procedures, processes and systems. Manages the operations of the Division involving the delivery of a full range of

membership directed services and activities including technical workshops, seminars and advisory services, membership services, meeting logistics, documents control and technical editing services for a range of TSB publications and other reports.

- Develops and implements a comprehensive ITU-T "outreach strategy" to engage the ITU-T membership, as well as potential members, on the full range of standardization topics and activities of the Sector and provides related assistance and support involving extensive collaboration with managers and officials across the TSB, other Bureaux, the General Secretariat and ITU-T Study Groups. Represents the TSB in external outreach activities, develops effective working relationships with the Membership, provides advice and assistance and makes presentations at meetings, workshops and seminars.
- Provides technical and managerial expertise in the design, development and implementation of specific action plans, activities, workshops and seminars, and/or projects; identifies opportunities for technical workshops and seminars and drives novel topics that may lead to new standardization work being undertaken within ITU-T in extensive collaboration with cooperation with Study Group Management Teams, TSB Counsellors/Engineers and industry experts.
- Determines the ITU-T events strategy, develops supporting operational framework including operational procedures and IT tools for the implementation of the events programme; oversees the establishment of the the four-year ITU-T meeting schedule, including WTSA as well as WTSA regional preparatory meetings and study group meetings and participates in preparations for the standardization Assembly.
- Prepares a variety of reports, plans and documents such as technical reports, briefings and speech material relating to specific and/ or emerging issues.
- Directs and manages the development and production of ITU-T publications, technical editing and documents control processes, establishes quality standards and assessments.
- Establishes and maintains strategic alliances with internal and external stakeholders to ensure the success of the division's programmes, develops partnerships, writes contracts and agreements, represents, negotiates and makes commitments on behalf of the organization.
- Performs other duties as required.

Qualifications required

Education:

Advanced university degree in a branch of ICTs/telecommunications, engineering, business administration or international policy 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 fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience including experience managing staff in the delivery of diverse services including at least five at the international level. Proven experience in the management and organization of high profile international conferences and technical events. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. 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: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Competencies:

- Knowledge and experience of ITU-T activities would be an advantage.
- Excellent knowledge of ICTs and the telecommunication standardization field.
- Excellent knowledge of ITU-T texts and of IEC and ISO standards relating to technical publication.
- Excellent communication (spoken, written, public speaking and presentation) skills.
- Advanced skills in computerized texts processing and database management systems.
- Demonstrated management and team building skills and ability to work in a multi-cultural environment.

Remuneration

Annual Salary: (Net of Tax)

158,436.-USD - 192,281.-USD without dependants

170,544.-USD - 209,021.-USD with dependants

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment