



General Secretariat (GS)

Geneva, 30 May 2013

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 151

Subject: **Vacancy Notice No. 10P-2013/BDT/EXTERNAL/P4**

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 30/07/2013 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. 10P-2013/BDT/EXTERNAL/P4**



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° 10P-2013/BDT/EXTERNAL/P4

Date of Issue: 30 May 2013

Currently accepting applications

Applications from women are encouraged

Functions: Communication and Promotion Officer

Post Number: TD12/P4/447

Deadline for Applications (23.59 Geneva CH) : **30 July 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: P4

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the 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

In the office of the BDT Director and under his/her direct supervision and in collaboration with the Chiefs of Department in BDT, Regional Directors and SPM in General Secretariat, the incumbent will perform the following duties:

- Plan and lead activities to carry out the ITU-D communication and promotion strategy and plan directed towards stimulating targeted groups (Media, ICT industries, Member states, Sector Members, etc.) to support the implementation of the ITU Strategic Plan and the BDT plan of action.
- In line with the corporate communication strategy, develop and implement the communication and promotion strategy, budget and plan based upon a careful assessment of information needs and opportunities for the ITU-D with a view of promoting an awareness of the objectives and goals of the Sector.
- Solicit and analyse feedback on the implementation of the ITU-D communication and promotion plan with a view of measuring its effectiveness. Prepare related reports and provide recommendations.
- Establish and maintain pro-active, effective and dynamic relations with the ITU-D Sector's members, the ICT industry, and other organizations with a view to communicating and promoting the work of the ITU-D.
- Draft ITU-D communication and promotion texts such as newsletters, blogs, tweets, positioning statements, speeches relevant target corporate audiences.
- Carry out an intensive information dissemination plan developing messages, utilizing and advising on appropriate dissemination channels and ensuring the existence and development of adequate communication channels through various means in line with the ITU corporate communication strategy.

- Taking into account the corporate communication strategy, create innovative communication products, research and propose new web-based communication tools such as social networking, wikis, blogging platform, and manage the development and implementation of these new technologies.
- Research, write creatively and speedily and/or edits articles features, speeches, newsletters, declarations, press releases, and give presentations in line with the ITU-D communication agenda, ensuring that its key messages are efficiently and forcefully conveyed.
- Review and edit documents and brochures and other written and audio visual materials to ensure consistency with ITU-D communication strategy including rewriting technical texts in order to make them accessible to the non-technical readers.
- Provide editorial guidance to authors of information products including their web site pages and ensure that all BDT information material designed to inform the various audiences including the media and the public conforms to the Union's policies; coordinate the work on design, graphics and production of all relevant communication materials.
- Implement or coordinate promotional activities (marketing/advertising) related to BDT's participation in external and internal exhibitions and events. Advise BDT senior management on positioning messages to various audiences, both internally and externally to promote proactive communications. Participate actively in the ITU communication team.
- Coordinate branding and promotion of BDT in collaboration with the Strategic Planning and Membership Department.
- Prepare Director's missions and ensures that briefings are available on time; coordinate the BDT Director's mission plans (schedule, interlocutors, topics, speeches) and coordinate follow-up activities; assist the Director of BDT during his meetings and missions and/or when receiving external visitors, take notes, prepare debriefings and follow-up actions. Identify communication training requirements for BDT staff and advises senior management on training programmes for staff whose work profile requires improved communication skills.
- Act as Secretary of some BDT internal meeting as assigned by the BDT Director.
- Perform additional activities/tasks in relation with his/her field of competency that may be assigned to him/her by his/her supervisor.

Qualifications required

Education:

Advanced university degree in communications, journalism, marketing, public or international relations political, social sciences, liberal arts or 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. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience as writer, editor, reporter, press or communication officer, including at least three at the international level. 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:

- Demonstrated ability to identify and communicate relevant information to target audience in a professional manner.
- Excellent writing, oral and reporting skills.
- Ability to communicate credibly and effectively.

- Good interpersonal relations.

Remuneration

Annual Salary: (Net of Tax)

133,307.- USD - 172,747.- USD without dependants

143,154.- USD - 186,757.- 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