



General Secretariat (GS)

Geneva, 31 March 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 12

Subject: **Vacancy Notice No. 13P-2017/SG-JUR/EXTERNAL/P2**

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 would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 31/05/17 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.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 13P-2017/SG-JUR/EXTERNAL/P2**



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° 13P-2017/SG-JUR/EXTERNAL/P2

Date of Issue: 31 March 2017

Currently accepting applications

Applications from women are encouraged

Functions: Legal Officer

Post Number: SG12/P2/207

Deadline for Applications (23.59 Geneva CH) : 31 May 2017

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P2

Organ:

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 departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, 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.

Organization Unit:

Within the General Secretariat and as part of the Office of the Secretary-General, the Legal Affairs Unit (JUR) conducts studies and provides legal advice and opinions on various types of documents, including treaties, agreements, contracts etc., to enable the Secretary-General to act as legal representative of the Union in its relations with the Member States and other international or multinational organisations; carries out the legal functions associated with the Secretary-General's role as depository of the treaties and other agreements concluded by, or under the auspices of, the Union; studies, and deals with, general legal matters of all kinds and

specific questions submitted to it by the Bureaux and Departments of the Union in connection with the Union's structure, functions and activities; advises on the interpretation of legal instruments (Constitution and Convention and Administrative Regulations of the Union, as well as other treaties and agreements, regulations, resolutions etc.); prepares draft amendments to the Constitution and Convention of the Union, its internal rules and regulations and other legal texts; at conferences and meetings, provides legal opinions and performs secretariat functions, as necessary; represents the Union, in particular regarding legal matters, at conferences and meetings with other organisations; carries out any other tasks associated with the Union's activities and entrusted to it by the Secretary-General.

Duties / Responsibilities

Under the supervision of the Head of the Legal Affairs Unit or, as appropriate, the Senior Legal Officer, the incumbent will perform the following duties:

- Prepare and review drafts of contracts, agreements, MoUs and project documents.
- Conduct legal research, provide analysis of cases of jurisprudence and prepare studies, briefs, legal documents and correspondence on issues of administrative, commercial, international (public and private) and intellectual property law.
- Attend various internal and external committees and meetings and prepare material synthesizing the participants' views on particular issues.
- Draft, review and advise on legal documents and correspondence, identify issues and draft recommendations ensuring that they are consistent with the interpretation and application of the administrative law.
- Prepare or assist with the preparation of training material.
- Perform other duties as required.

Competencies:

- Excellent drafting skills and ability to prepare legal opinions and research papers within short deadlines.
- Solution-oriented.
- Strong sense of rigor.
- Excellent interpersonal skills and ability to establish and maintain effective working relations with people of different nationalities.
- Ability to develop innovative and creative solutions and to identify priority activities and assignments.
- Good knowledge of both Common Law and Civil Law systems would be an advantage.

Qualifications required

Education:

University degree in law 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 fields above.

Experience:

At least three years of progressively responsible experience in a legal service. An advanced degree in a related field can be considered as a substitute for one year of working experience.

A doctorate in related fields can be considered as a substitute for two 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.)

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 46,026 + post adjustment \$ 36,499

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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