



## General Secretariat (GS)

Geneva, 11 January 2018

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 1**

Subject: **Vacancy Notice No. 1P-2018/SG-SPM/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 would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 11/03/18 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 1P-2018/SG-SPM/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° 1P-2018/SG-SPM/EXTERNAL/P4

Date of Issue: 11 January 2018  
Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Gender Affairs Officer

Post Number: PM02/P4/943

Deadline for Applications (23.59 Geneva CH) : 11 March 2018

Duration of Contract: 1 year

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

### 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, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a

view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

### Duties / Responsibilities

Under the supervision of the Head of the Corporate Strategy Division, the incumbent will perform the following duties:

- Coordinate the implementation of the ITU Gender Equality and Mainstreaming (GEM) Policy, GEM Annual Action Plan and relevant Plenipotentiary (PP) and Council Resolutions and decisions related to gender. Ensure the GEM Policy is updated as necessary and that the Annual Action Plan is prepared. Provide strategic advice to senior management and staff on gender mainstreaming and recommendations for improvement.
- Act as secretary to the ITU Gender Task Force. Develop a vision or direction for the work. Prepare a work plan and monitor its implementation.
- Prepare effective communications, including reports, speeches, briefings and graphic presentations for elected officials, senior management and ITU staff in collaboration with the concerned Sectors to raise awareness on enhancing the use of ICTs for gender equality and women's empowerment with global audiences.
- Establish and coordinate mechanisms for ITU to implement, monitor, evaluate and report on gender mainstreaming; develop and deliver internal GEM and UN System-wide Action Plan on Gender Equality and the Empowerment of Women (UN-SWAP) policy related training across ITU, as well as membership-oriented training, in coordination with relevant ITU Human Resources Officers; provide support and guidance to ITU's three Bureaux on gender related activities, where requested; liaise with ITU teams to ensure effective information flows and identification of opportunities. Prepare ITU's annual UN-SWAP contributions and report against the established UN-SWAP Performance Indicators as well as provide a progress report to the PP and Council.
- Support ITU's engagement with other UN organizations involved in gender equality and mainstreaming, including preparing input on reports to the UN Inter-Agency Network on Women and Gender Equality (IANWGE), the Commission on the Status of Women (CSW) and UN General Assembly Resolutions.
- Develop sponsorship opportunities to enhance ITU's gender activities and events in close collaboration with the Sectors; conduct outreach to potential partners to support gender activities across ITU, such as partnerships with Member States, donors, regional organizations, NGOs, institutions, women's organizations and other relevant actors and networks. Identify opportunities for cooperation with relevant entities.
- Coordinate and plan the work of the EQUALS campaign across ITU. Design and implement a sustainable strategy for the work programme; identify and coordinate government and private funding opportunities with ITU Sectors.
- Coordinate the Annual EQUALS in Tech Awards Ceremony.

- Perform other duties as required.

## Competencies

- Ability to implement and supervise activities consistent with agreed strategies; ability to identify strategic issues, provide analysis and solve problems; ability to work with tight deadlines and handle multiple concurrent activities; ability to plan and organize own work plan.
- Excellent interpersonal and communication skills including the ability to communicate effectively orally and in writing.
- Ability to work under pressure and remain calm in stressful situations.
- Resourcefulness, initiative, maturity of judgement and negotiating skills.

## Qualifications required

### Education:

Advanced university degree in political science, international relations, international economics, law, public administration, or field related to gender, OR education from 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 in the field of the post, 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. Substantial and wide-ranging knowledge of issues related to gender and ICTs.

### 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 \$ 70,647 + post adjustment \$ 58,425

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

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

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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