



General Secretariat (GS)

Geneva, 28 May 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 28

Subject: **Vacancy Notice No. 16P-2018/SG-SPM/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 women candidates to apply for the above position not later than 29/07/18 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. 16P-2018/SG-SPM/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° 16P-2018/SG-SPM/EXTERNAL/P2

Date of Issue: 28 May 2018

Currently accepting applications

Applications from women are encouraged

Functions: Junior Webmaster

Post Number: PM04/P2/191

Deadline for Applications (23.59 Geneva CH) :
29 July 2018

Duration of Contract: 2 years with a possibility of extension for an additional period of maximum 2 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, 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 corporative 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 regular supervision of the SPM Webmaster, in the Corporate Communications Division, the Junior Webmaster performs the following duties:

- Upgrades existing websites, including graphic design elements.
- Proposes and implements proactively and efficiently improvements to content reorganization, in coordination with the different web content providers, including the Webmaster.
- Ensures that ITU remains relevant and current in search engine rankings and recommends content creation specifically for this purpose.
- Improves content management system (CMS) interfaces to allow editorial and content teams to easily update information.
- Designs, develops and implements functionalities for a new mobile-first website redesign project using the latest user experience (UX) and web-design techniques to drive user engagement.
- Proposes and develops uniform templates and models for future responsive mobile-first microsites in line with emerging ITU branding guidelines.
- Supports technical design of communication materials, such as newsletters and other online ways to get involved with ITU.
- Ensures that content is social media friendly: shareable, including meta-data (image, text, video) and readable on mobile/apps.
- Prepares statistical reports on visits to ITU websites and builds actionable data on user experience.
- Supports the development and implementation of new websites languages and technologies using HTML, XHTML, XML, CSS, SASS, LESS, JSON, JavaScript, ASP, .NET, Microsoft SharePoint, Site Core, PHP, C#, MS SQL Server and MySQL.
- Develops technical documentation to support migrations and new application development.
- Performs acceptance tests; coordinates installation of new applications in production; makes post-implementation evaluations; provides evaluations or reports, as required.
- Writes user and system documentation and provides user training.
- Performs any other related duties as required.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

- **Essential Functional Competencies:** Client and Service Orientation; Innovation and Facilitating Change, and; Planning and Organizing.
- **Essential Technical Competencies:** Digital marketing and branding; Knowledge of social media platforms; Knowledge of a variety of coding and web design architecture, programmes, tools and processes, including web analytics; Familiarity with troubleshooting and quality control for digital platforms.

Qualifications required

Education:

University degree in computer science, engineering or related field, 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.

Experience:

At least three years of progressively responsible experience in the field of computer science, systems analysis, database and web application development. 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. Thorough knowledge of web technology, in particular with Microsoft SharePoint using .NET and C# and WordPress using PHP. Demonstrated success implementing the latest user experience (UX) and user interface (UI) techniques, including customer journey, product roadmap and A/B testing as well as a track record of designing and developing mobile-first websites that can handle a high-volume daily content flow and successfully funnel users to deeper engagement. Experience hooking front-end tools to CRM and other back-end databases to track user journey.

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 \$ 46,472 + post adjustment \$ 34,854

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