



General Secretariat (GS)

Geneva, 19 July 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 35

Subject: **Vacancy Notice No. 27P-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 19/09/18 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. 27P-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° 27P-2018/SG-SPM/EXTERNAL/P2

Date of Issue: 19 July 2018

Currently accepting applications

Applications from women are encouraged

Functions: Junior Audiovisual Officer

Post Number: PM04/P2/268

Deadline for Applications (23.59 Geneva CH) :
19 September 2018

Duration of Contract: 2 years with 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 Senior Communications Officer, in the Corporate Communications Division (CCD), the Junior Audiovisual Officer carries out the following photography and videography assignments:

Videographer

- Produces creative and effective audiovisual content for delivery across appropriate, strategic platforms to promote better understanding of, and engagement in, ITU's activities.
- Recommends specific programmes and topics for further coverage as well as audiovisual improvements.
- Works closely with the Senior Communications Officer in all matters of organization, pre/post-production and broadcast of ITU audiovisual content.
- Creates, develops and delivers new and effective communication products and services. Scripts, films and edits audiovisual content for a variety of purposes, such as micro-videos and other social media assets, documentaries, news clips, promotional films and infomercials.
- Undertakes videography assignments of ITU activities and ICT in action in countries, in close editorial collaboration with the Division's Social Media and ITU News teams.
- Maintains ITU's YouTube, Flickr and Soundcloud Channels, websites and other social media platforms by updating regularly with ITU multimedia content.
- Conducts interviews with experts and applies technical and specialized skills in audiovisual production for interviews and discussions in studio conditions, operating multi-cameras and other studio equipment such as teleprompters when required, and utilizes video editing and effects software as needed in order to edit videos.
- Logs and labels back-ups of hard drives and video content, manages the video File Transfer Protocol (FTP) account and ensures content is ready for distribution on short notice.

Photographer

- Edits and catalogues photographs in line with ITU norms; uploads photographs to various platforms in a timely manner, and; designs and edits specific print, web and digital photo montages.
- Provides photographic services and images to CCD teams, ITU Bureaux and clients on request, following established ITU approval and request procedures.

- Undertakes photography assignments of ITU activities, ICT in action in countries, events and personalities on- and off-site, including protocol photography to illustrate the work and main initiatives of ITU, in close editorial collaboration with the Division's Social Media and ITU News teams.

Media asset management

- Researches and analyses specialized audiovisual equipment, applications and solutions; makes recommendations for their deployment and maintenance; manages the archives, and maintains equipment in good working order.
 - Ensures the efficient and ongoing development and management of the photo and video libraries and archives for the Union. Optimizes the organization and search capacity of images and audiovisual content.
 - Provides reference services and research, as well as photo, audio, video and multimedia distribution services.
 - Researches photo stock in other libraries for use in ITU materials and works closely with graphic artists and designers to select appropriate audiovisual content.
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- Performs any additional activities that may be required to ensure the success of the service.

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, and; Planning and Organizing.
- **Essential Technical Competencies:** Thorough knowledge of digital videography and photography equipment and processes, including capturing, editing and exporting to various platforms, compression, streaming and storage techniques. Good knowledge of relevant software such as Final Cut Pro X, AfterEffects, Lightroom, Photoshop and other applications as well as digital media, including social media.

Qualifications required

Education:

University degree in Film, Media, Communications, Journalism or a 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 fields above.

Experience:

At least three years of progressively responsible experience in video, photography, television or film production. 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. Substantial experience in using photography and videography

equipment including all functionalities of cameras and proficiency in photo and digital video editing as well as image catalogue software and social media is required.

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 \$ 32,949

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