Geneva, 27 July 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 18/38

Subject: **Vacancy Notice No. 29P-2018/SG-IS/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 27/09/18 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. 29P-2018/SG-IS/EXTERNAL/P2**

INTERNATIONAL TELECOMMUNICATION UNION

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° 29P-2018/SG-IS/EXTERNAL/P2

Date of Issue: 27 July 2018
Currently accepting applications

Applications from women are encouraged

Functions: Electronic Resources Librarian

Post Number: IS10/P2/8

Deadline for Applications (23.59 Geneva CH) :
27 September 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 Information Services Department (IS) is the focal point for the ITU information technology services, managing ERP, CRM, documents, information systems and infrastructure, service-desk, library, archives and information management services, safety and security (both physical and logical), to support staff both at Headquarters and in the Field, as well as delegates attending conferences, meetings and events world-wide. It also promotes ICT collaboration, partnerships and information-sharing and represents ITU in inter-organization meetings and committees related to information technology and security management.

Duties / Responsibilities

Under the regular supervision of the Head, Information Management Service (IMS), the incumbent is responsible for providing a range of reference, collection management and outreach services for the Service's collections of information resources. The incumbent performs the following duties:

- Proposes proactively and efficiently implements policies, procedures, objectives and guidelines for the development and management of the Information Management Service's collection(s) of information resources in all formats.
- Coordinates corporate and individual subscriptions to electronic resources, which includes liaising with vendors regarding subscription agreements and technical issues, providing access to end users, and troubleshooting.
- Catalogues and classifies ITU information, such as publications and key document series, and external information in various formats in accordance with accepted standards using the integrated library system.
- Provides reference and research services to ITU staff, delegates and the general public.
- Conducts outreach activities to increase awareness of the IMS and its resources, improve client use of desktop information resources, and provide tools to meet the information needs of specific client groups.
- Implements new technologies in information management to ensure that IMS staff and clients have up-to-date tools for efficient access to information.
- Advises other units in content organization and information and knowledge sharing.
- Gathers statistics and evaluates the adequacy of the Service's tools and collections to meet client requirements.
- Maintains contact with associations, networks and initiatives in the library and information management field and attends relevant conferences and meetings.
- Performs other duties as assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement & Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of library operations, including collection management, cataloguing and classification, reference and research. Knowledge of current trends and developments in managing serials and electronic resources. Knowledge of new trends and innovations in the field of library science. Knowledge and understanding of technologies relevant to library and digital information services.

Qualifications required

Education:
University degree in library science, information science 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 professional library services. 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. Experience working with electronic resources throughout their life cycle - acquisition, liaising with vendors, reviewing licensing options, providing access, troubleshooting technical issues, and gathering and analyzing resource usage statistics - would be an asset. Experience implementing outreach initiatives to improve and increase client use of library resources would be an advantage.

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

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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