



General Secretariat (GS)

Geneva, 21 September 2018

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

To the Director-General

### **Circular letter No. 18/41**

Subject: **Vacancy Notice No. 37P-2018/SG/EXTERNAL/P5**

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 21/11/18 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. 37P-2018/SG/EXTERNAL/P5**



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° 37P-2018/SG/EXTERNAL/P5

Date of Issue: 21 September 2018

Currently accepting applications

*Applications from women are encouraged*

Functions: Ethics Officer

Post Number: SG01/P5/230

Deadline for Applications (23.59 Geneva CH) :  
21 November 2018

Duration of Contract: 2 years with possibility  
of further renewals \*

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

### 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.

### Duties / Responsibilities

Reporting to the Secretary General of ITU and the Secretary-General of WMO respectively, the incumbent will perform, in an independent manner, the following duties:

- Lead the ITU/WMO Ethics Office, including management of its human and financial resources.
- Ensure the development and implementation of an effective ITU/WMO ethics strategy and policy to foster a culture of ethics, transparency and accountability as well as to enhance integrity, compliance and the ethical conduct of the organisations' business.

- Lead the substantive development and execution of the Ethics standards and programmes, promote and encourage ethical standards within ITU/WMO at headquarters and in the field.
- Develop and manage ethics and compliance tools and training programmes, including information sessions, workshops and briefings in order to increase awareness on ethical issues, in collaboration with competent departments and, as appropriate, with UN common system counterparts, and ensure delivery.
- Provide guidance to the management, in particular to the Human Resources Management on how to ensure compliance with respective policies, procedures and practices; reinforce and promote the ethical standards enumerated in the Standards of Conduct for the International Civil Service and in the relevant Staff Regulations and Rules.
- Provide confidential expert advice and guidance to staff on ethical standards and programmes as well as on specific policy and practices issues so that ITU/WMO ethical standards are clearly understood.
- Manage the ITU/WMO's financial disclosure programme in accordance with the respective financial disclosure policies.
- Execute the responsibilities assigned to the Ethics Officer under the respective ITU/WMO policy concerning the protection of staff against retaliation for reporting misconduct.
- Report to ITU/WMO governing bodies through the ITU Secretary-General/WMO Secretary-General. Represent the Ethics Office at ITU/WMO meetings and conferences and provide substantive expertise on related issues.
- Serve as liaison with the UN System-wide Ethics Network, related external organizations and attend international meetings.
- Keep abreast of new developments and best practices in ethics and compliance programmes in order to ensure continual enhancement of related ITU/WMO tools and programmes.
- Conduct a confidential preliminary review of breach of ethics allegations.
- Perform any other related duties in order to ensure the success of the programme.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation; Leadership; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of industry best practices related to corporate ethics and business conduct and practice. Familiarity with the design and manage ethics and compliance training programmes.

## Qualifications required

### Education:

Advanced university degree in law, criminal justice, social sciences (e.g. psychology, labor relations, sociology), philosophy, public policy, corporate ethics or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes. Recognized relevant certification would be an asset.

### Experience:

At least ten years of progressively responsible experience in public and/or private institutions in

the areas of ethics, such as developing standards, policies, compliance frameworks and programmes, code of conduct, accountability and financial disclosure programmes, or closely related fields including at least five of international professional work related to ethics. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Knowledge of one of the six official languages of the United Nations (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:

\* No possibility of conversion of the contract into a continuing/permanent appointment shall be considered.

**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 \$ 85,543 + post adjustment \$ 64,243

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