



General Secretariat (GS)

Geneva, 6 May 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 19

Subject: **Vacancy Notice No. 15P-2019/SG-C&P/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 women candidates to apply for the above position not later than 07/07/19 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. 15P-2019/SG-C&P/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° 15P-2019/SG-C&P/EXTERNAL/P4

Date of Issue: 6 May 2019

Currently accepting applications

Applications from women are encouraged

Functions: Head, Document Management Service

Post Number: CF30/P4/62

Deadline for Applications (23.59 Geneva CH) :
7 July 2019

Duration of Contract: 2 years with possibility of renewal for 2 additional years

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:

The Conferences and Publications Department is responsible for ensuring communication between people involved in ITU activities and for the dissemination of ITU products, through its conference services (conference organization and logistics), language services (translation and interpretation in the six official languages, précis-writing, terminology and reference services) and documentation and publications services (text capture and text processing, electronic document management, publication composition, reproduction and distribution of paper and physical electronic products).

Duties / Responsibilities

Under the general supervision of the Chief of the Department, the incumbent will perform the following duties:

- Provide specialized advice to the Chief of the Conferences and Publications Department (C&P) on administration of the Department, cross team/section coordination; special event/project coordination and all matters related to document management services.
- Manage, plan and control the activities of the Service related to document management including, Document Production and Administration (DPA), Terminology, References and Computer Aids to Translation Section (STRAIT), IT training and support, and electronic document management (EDMG) and ensure effective liaison with the Sectors/Departments within the Union. Determine priorities and allocate resources for the timely and quality delivery of outputs; manage staff, prepare and implement work plans, evaluate, monitor and follow up on individual and team operational performance levels.
- Plan, lead and oversee all activities related to document management and provide solutions for timely delivery; provide advice to Sectors/Departments regarding document submission; develop collaborative approaches and resolve issues to ensure that deadlines are met; request the preparation of statistics and produce service reports; take ad hoc decisions when circumstances so require.
- Develop strategic plans of advancing in information technology (IT) with modern communication requirements to foster automated translation and remote interpretation; monitor the current state of translation, terminology, localization systems and other system technology and tools being used within the industry; focus on continuous efficiency improvement with respect to localization approaches and make proposals towards technological solutions and other technical language-related solutions that may be applicable.
- Oversee strategic and administrative management of all documents submitted to the Conferences and Publications Department for processing during conferences, meetings and any other time; provide support particularly during the conference period to ensure productive coordination with the concerned Sectors/Departments and all Heads of Languages Sections, and take all necessary measures to ensure the delivery of the documents day and night as scheduled.
- Monitor and oversee the operational procedures, practices and systems in order to facilitate and improve the accurate and timely processing of all documents including working methods, tools, applications, training, new procedures and service standards; improve terminology databases in six languages by taking advantage of developments in information technology, in particular in referencing, terminology and computer-assisted translation (CAT).
- Keep abreast of new developments and best practices; provide advice and/or develop recommendations and/or new procedures to improve efficiency and effectiveness of document services delivery; propose training needs for the improvement of document management and support in terms of hardware and software provided to the Language Sections; coordinate the web posting of conference documents and recommendations; oversee the organization of RefText.
- Participate and represent C&P in meetings (internally and externally) dealing with items within the scope of his/her responsibilities.
- Perform other related duties as assigned by the Chief of the Department.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Innovation and Facilitating Change; Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Ability to analyse problems systematically, organizing information, identifying key factors and underlying concerns and generating effective solutions; In-depth knowledge of automated translation technologies and related development a plus; Knowledge of electronic document processing systems; Telecommunications terminology as well as terminology tools for translation; Familiarity with administrative and technical issues of conference services in the UN System is an advantage.

Qualifications required

Education:

Advanced university degree in business, international management, information processing, computer science, public administration, social sciences or related field OR education in 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 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 above fields, 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.

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 \$ 72,637 + post adjustment \$ 46,706

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