



General Secretariat (GS)

Geneva, 7 March 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 8

Subject: **Vacancy Notice No. 4P-2022/SG-JUR/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 09/05/2022 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 4P-2022/SG-JUR/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 NO. 4P-2022/SG-JUR/EXTERNAL/P5

Date of Issue: 7 March 2022

Currently accepting applications

Applications from women are encouraged

Functions: Senior Legal Officer

Post Number: SG12/P5/668

Deadline for Applications (23.59 Geneva CH)
: 9 May 2022

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

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.

Organization Unit:

Within the General Secretariat and as part of the Office of the Secretary-General, the Legal Affairs Unit (JUR) conducts studies and provides legal advice and opinions on various types of documents, including treaties, agreements, contracts etc., to enable the Secretary-General to act as legal representative of the Union in its relations with the Member States and other international or multinational organisations; carries out the legal functions associated with the Secretary-General's role as depository of the treaties and other agreements concluded by, or under the auspices of, the Union; studies, and deals with, general legal matters of all kinds and

specific questions submitted to it by the Bureaux and Departments of the Union in connection with the Union's structure, functions and activities; advises on the interpretation of legal instruments (Constitution and Convention and Administrative Regulations of the Union, as well as other treaties and agreements, regulations, resolutions etc.); prepares draft amendments to the Constitution and Convention of the Union, its internal rules and regulations and other legal texts; at conferences and meetings, provides legal opinions and performs secretariat functions, as necessary; represents the Union, in particular regarding legal matters, at conferences and meetings with other organisations; carries out any other tasks associated with the Union's activities and entrusted to it by the Secretary-General.

Duties / Responsibilities

Under the general guidance of the General Legal Counsel of the Legal Affairs Unit (JUR), the Senior Legal Officer provides sound advice and cutting edge and authoritative expertise in support to management decision-making process with a view to minimize risks of litigation, conflicts, and strategic and political problems with the membership, external partners and clients and foster a collaborative spirit and cooperation to achieve results. The Senior Legal Officer operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of the delegated assignment. The incumbent may supervise the work of legal officer(s) and of administrative assistant(s) of the Unit in areas where he/she assumes expert responsibilities. To this end, the incumbent performs the following duties:

- Carries out studies, reviews and research; selects and analyses legal documents and precedents in order to prepare advice and opinions, studies and other documents of a legal nature, on issues of administrative, commercial, public or private law concerning the Union, and on questions of international law including, in particular, telecommunication law and intellectual property law.
- Assumes expert responsibility for:
 - Policy and legal questions related to intellectual property law and policy, notably in the context of ITU's standardization activities. Acts as the secretary to working groups dealing with these questions; represents the ITU in external meetings related to these issues, including meetings with other regional and international organizations acting in the field; provides advice on issues related to the licensing of ITU's intellectual property.
 - Legal questions related to commercial/contractual disputes, including the representation of the Unit and the Union in delicate and complex negotiations and dispute resolution procedures, the preparation of writings and/or ITU position papers for submission to judicial or quasi-judicial bodies, or, as the case may be, the oversight of external legal counsel(s) engaged by the Union to represent the Union in judicial processes related to these questions.
 - Legal questions related to ITU procurement activities. In this context, examines, reviews and revises and negotiates, from the legal standpoint, draft agreements, contracts, documents, invitations to tender and other texts submitted to the Unit.
 - Legal questions related to TELECOM activities, including the negotiation of legal provisions, review, approval of contracts and other agreements.
- Provides legal advice to the Bureaux and departments of the Union on complex or far-reaching issues and prepares opinions on particularly complex or sensitive questions.

- Prepares and provides interpretation of legal instruments relevant to the Union's activities and gives legal opinions on issues related to the functions, structure and activities of the Union.
- Drafts and reviews texts for inclusion in the Union's legal instruments such as treaty texts, internal rules and regulations and other legislative texts, or any other legal texts.
- For, during and after conferences, assemblies and meetings:
 - Acts as secretary of committees and working groups dealing with legal or law-related matters, as appropriate.
 - Provides advice on and settles any legal questions that may arise on such occasions.
 - Provides legal assistance to the relevant departments in preparing and verifying final acts of ITU conferences.
- Provides expert advice on issues related to privileges and immunities of the ITU and of its staff members.
- Represents the JUR/Union at internal and external legal or administrative meetings, and acts as secretary of those meetings led by the JUR/Union.
- Replaces the General Legal Counsel, when he/she is absent or not available.
- Performs other related 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 and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Demonstrated ability to work both independently and in a small team environment. Ability to find and develop innovative solutions to complex legal problems. Good writing skills. Dedication to maintaining high customer service and quality control levels while meeting stringent deadlines. Strong sense of initiative and rigor. Ability to develop and maintain good working relationship with officials at all levels and from multicultural background.

Qualifications required

Education:

Advanced university degree in law with a specialization in intellectual property and telecommunications law, commercial or public/private international law 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.

Experience:

At least ten years of progressively responsible and relevant experience in a law firm or legal service, including at least five at the international level. A Doctorate in a related field can be

considered as a substitute for three years of working experience. Experience in handling IPR issues arising out of the development standards, as well as experience in dispute settlement and/or arbitration is required. Experience within the United Nations system 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 \$ 88,162 + post adjustment \$ 72,998

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