Geneva, 9 January 2024

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 24/1

Subject: **VACANCY NOTICE No. 1427P-2024/TSB-OPD/EXTERNAL/P2 "Publications Officer"**

Dear Madam, 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 <u>11/03/2024</u> on ITU career website:

Publications Officer (itu.int)

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,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1427P-2024/TSB-OPD/EXTERNAL/P2 "Publications Officer"**

Job Title: Publications Officer

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.

Publications Officer

Vacancy notice no: 1427
Sector: TSB
Department: OPD
Country of contract: Switzerland
Duty station: Geneva

Position number: ST321/P2/872
Grade: P2
Type of contract: Fixed-term
Duration of contract: 2 years with possibility of renewal for 2 additional years
Recruitment open to: External
Application deadline (Midnight Geneva Time): 11 March 2024

ORGANIZATIONAL UNIT

The Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

The Operations and Planning Department (OPD), is responsible for coordinating and planning support for the activities of the Telecommunication Standardization Sector. It does this through managing the Bureau's activities for organization and planning of assemblies and logistical support to meetings. The Department oversees document processing and provides IT services and solutions for electronic working methods and the development of ITU-T databases. The Department also provides administrative and secretarial support for intellectual property matters and manages the technical editing and final production of ITU-T recommendations and publications as well as ISO/IEC common texts. The Department collaborates closely with the Departments of the General Secretariat and the Bureaux which are responsible for providing support services.

DUTIES AND RESPONSIBILITIES
Under the general supervision of the Engineer Editor responsible for technical editing, the incumbent will perform the following duties:
- Copyedit the texts received for publication, taking into consideration English grammar and usage and the established editing norms. Suggest improvements for badly constructed passages, including redrafting of whole sections.
- Reply to queries from editing assistants on technical content and editorial matters, review and revise as appropriate their copyedited documents and give the pass-for-press.
- Identify the drawing work required for publication.
- In accordance with WTSA Res. 32 on electronic working methods and PP Res. 66 on documents and publications of the Union, participate actively in projects related to the publication of documents in modern electronic formats by proposing objectives and timelines and performing specific activities in close coordination with the Engineer Editor.

- In close cooperation with the Engineer Editor, assist the secretariats of the Intellectual Property rights group (IPR AHG) and of the Standardization Committee for Vocabulary (SCV) by maintaining the respective websites, posting documents, preparing meetings and drafting reports.
- In accordance with WTSA Res. 67, extract terminology approved in Recommendations and maintain the terminology database.
- Identify documents to be translated in accordance with WTSA Resolution 67 and Council decisions.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES
Analysis, Judgement and Decision Making
Client and Service Orientation
Innovation and Facilitating Change
Planning and Organising

TECHNICAL COMPETENCIES
- Knowledge of electronic publishing and formats.
- Technical knowledge of telecommunications.
- Knowledge of editing and editorial processes.
- Basic programming skills.

QUALIFICATIONS REQUIRED

Education:
University degree in telecommunications, ICT, engineering, publishing 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 the field of the post, including technical editing, report writing, and publication and at least two years of experience in the use of informatics or networks, including programming, database management or open-source coding. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in a related field can be considered as a substitute for two years of working experience.

Languages:
Knowledge of English at advanced level and knowledge of a second official language of the Union (Arabic, Chinese, French, Russian, Spanish) at intermediate level. Knowledge of a third official language would be an advantage.

BENEFITS AND ENTITLEMENTS
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 $ 50,377 + post adjustment $ 44,231

Other allowances and benefits subject to specific terms of appointment, please refer to:

https://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU Careers website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.