



General Secretariat (GS)

Geneva, 26 February 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/10

Subject: **VACANCY NOTICE No. 1531P-2024/BDT/EXTERNAL/P2 “Digital Communications 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 25/04/2024 on ITU career website:

[Digital Communications 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. 1531P-2024/BDT/EXTERNAL/P2 “Digital Communications Officer”**

Job Title: Digital Communications 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.

Digital Communications Officer

Vacancy notice no: 1531

Sector: BDT

Department: NA

Country of contract: Switzerland

Duty station: Geneva

Position number: TD12/P2/451

Grade: P2

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 25 April 2024

ORGANIZATIONAL UNIT

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of Communication and Promotion Service (COM), the incumbent will perform the following duties:

- Draft and propose social media posts on social media platforms to promote products, priority areas and major events and analyse their impact.
- Ensure that social media channels are regularly updated.
- Review comments, questions and address queries in a timely manner. Report on trends and share them with the relevant units.
- Create and stimulate conversations on social media platforms like Twitter, Facebook and LinkedIn.
- Contribute to the development and implementation of social media communications strategies on impact and results.
- Act as social media focal point for the field offices.
- Participate in external meetings and events as appropriate.
- Perform other 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
Networking and Building Partnerships
Planning and Organising

TECHNICAL COMPETENCIES

- Excellent computer skills (MS Office; Adobe Photoshop and/or Adobe Premiere Pro would be an asset).
- Familiarity with Slack and Trello would be an asset.

QUALIFICATIONS REQUIRED

Education:

University degree in communications, marketing, journalism, international relations 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 working in social media and digital communications strategies. 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. Experience using advanced tools for online publishing, including content management systems and social media authoring tools like Social Flow, Hoot suite or Tweet Deck.

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).

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 \$ 45,188

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

https://jobs.itu.int/content/What-we-offer/?locale=en_US

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.