



General Secretariat (GS)

Geneva, 21 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/26

Subject: **VACANCY NOTICE No. 1603P-2024/SG-C&P/EXTERNAL/P4 "Translator/Reviser (Spanish Section)"**

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 22/07/2024 on ITU career website:

[Translator/Reviser \(Spanish Section\) \(itu.int\)](#)

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. 1603P-2024/SG-C&P/EXTERNAL/P4 "Translator/Reviser (Spanish Section)"**

Job Title: Translator/Reviser (Spanish Section)

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.

Translator/Reviser (Spanish Section)

Vacancy notice no: 1603

Sector: SG

Department: C&P

Country of contract: Switzerland

Duty station: Geneva

Position number: CF22/P4/45

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 22 July 2024

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union.

The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

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 AND RESPONSIBILITIES

Under the supervision of the Head, Spanish Language Section, the incumbent performs the following duties:

- Provides high-quality, timely and cost-effective translation services.
- Translates the full range of ITU texts into Spanish within the established deadlines and in accordance with the established standards, policies and procedures, mostly without revision.
- Performs post-editing of machine-translated texts. Participates in the testing of new translation engines, evaluating and providing feedback for projects relating to computer-aided translation (CAT) tools, especially with regard to their applicability and limitations.

- Contributes to ensuring the consistency of translated documents with the established terminology.
- Participates in ITU conferences as team leader, reviser or translator, as required. May be required to participate in the work of editorial committees when necessary.
- May be required to revise for accuracy and style and to provide advice on texts drafted in, or translated into, Spanish by national administrations or by the ITU Bureaus and General Secretariat.
- Keeps abreast of the latest developments in the field of translation and information technology, making full use of the available tools and actively seeking to apply them to daily work.
- Performs other related duties as assigned by the Head of the Section.

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
 Leadership
 Networking and Building Partnerships
 Planning and Organising
 Successful Management

TECHNICAL COMPETENCIES

- Advanced drafting and analytical skills necessary for the translation and revision of especially difficult, complex or urgent documents.
- Expert technical knowledge of the terminology in the field of information and telecommunications technologies.
- Proficiency in the use of information technology for translation, CAT tools such as eLUNa, gDoc2.0
- Familiarity with the latest technological tools using artificial intelligence, such as machine translation, speech-to-text tools, ChatGPT.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in translation, modern languages, telecommunications 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 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, including at least three at the international level, of translation and self-revision. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in technical translation, especially in the field of telecommunications and information technology, in telecommunications conferences and meetings, particularly in those of the ITU, would be an advantage.

Languages:

Mother tongue Spanish. Knowledge of English and French at advanced level. Knowledge of other official languages of the Union (Arabic, Chinese or Russian) 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 \$ 77,326 + post adjustment \$ 66,423

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

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.