



General Secretariat (GS)

Geneva, 10 June 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/31

Subject: **VACANCY NOTICE No. 1618P-2024/SG-C&P/EXTERNAL/P2 “Digital & Web Solutions Developer”**

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 12/08/2024 on ITU career website:

Digital & Web Solutions Developer ([itu.int](https://www.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. 1618P-2024/SG-C&P/EXTERNAL/P2 “Digital & Web Solutions Developer”**

Job Title: Digital & Web Solutions Developer

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 & Web Solutions Developer

Vacancy notice no: 1618

Sector: SG

Department: C&P

Country of contract: Switzerland

Duty station: Geneva

Position number: CF513/P2/840

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): 12 August 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, Multimedia Section within the Publications Production Service (PPS), the role of the position is to create publications as web solutions. To this extent, the incumbent performs the following duties:

- Creates innovative web pages, prototypes and interfaces for ITU publications using the latest technologies, regularly writing code, troubleshooting web development issues and helping to fix bugs where necessary; develops web interaction concepts and techniques in compliance with security regulations.
- Contributes to the preparation of design briefs by gathering client-specific information and data to define project specifications; contributes to the execution of agreed specifications as well as the planning and implementation of ideas and

concepts through appropriate media channels.

- Works closely with the content creators, graphic designers and other internal stakeholders to ensure seamless integration of visual and textual content across web platforms, enhancing engagement and user experience.
- Proposes, develops and implements automation strategies and tools for the templates used in the presentation of publications contributing to the department's digitalization strategy for publications.
- Provides guidance on the latest web and cloud technologies, design, and interaction methods to create unique and innovative prototypes and interfaces for web pages or web services; evaluates new tools and processes, design solutions and applies best practices.
- Researches and keeps abreast of the latest trends in web technologies, online/interactive content creation and artificial intelligence; applies this expertise to suggest improvements to publications and shares knowledge with team members on innovative web strategies.
- Organizes web development-oriented training sessions for the team, focusing on programming languages and application architecture, to help promote a culture of technical innovation and web development skills within the group.
- Performs 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
Leadership
Networking and Building Partnerships
Planning and Organising

TECHNICAL COMPETENCIES

- Design, development and maintenance of websites and web applications
- Web development advanced skills in HTML, CSS and JavaScript
- Proficiency with back-end technologies such as C#, .NET.
- Proficiency of SQL databases and the use of databases
- Knowledge of Azure or AWS for cloud applications
- Good research, drafting, presentation skills.

QUALIFICATIONS REQUIRED

Education:

University degree in computer sciences 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 digital publishing, web development and digital solutions, as well as API development. Demonstrated experience in project management and relations with clients. 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 frameworks such as Angular & React 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).

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 \$ 43,274

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.