



## General Secretariat (GS)

Geneva, 5 May 2014

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 196**

Subject: **Vacancy Notice No. 25P-2014/TSB-TSP/EXTERNAL/P4**

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 should be obliged if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 07/07/14 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ  
Secretary-General

Annexes: **Vacancy Notice No. 25P-2014/TSB-TSP/EXTERNAL/P4**



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 N° 25P-2014/TSB-TSP/EXTERNAL/P4

Date of Issue: 5 May 2014

Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Communications Officer

Post Number: ST25/P4/1166

Deadline for Applications (23.59 Geneva CH) : **7 July 2014**

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

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

### Organ:

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.

### Organization Unit:

Within the Telecommunication Standardization Bureau (TSB), the Telecommunication Standardization Policy Department (TSP) is responsible for the policy plans related to the purpose of ITU-T and the maintenance of its pre-eminent position in the global standardization arena. The Department oversees the implementation of the WTSA Action Plan. Particular attention is given to "Bridging the Standardization Gap", i.e., to strengthen the participation of developing countries in the standards making process. The Department ensures the promotion of the Sector and the organization of ITU-T workshops and other activities in particular ICTs and climate change, accessibility, and cybersecurity. The Department is also responsible for the TSB Technology Watch activity which identifies emerging technologies and analyses technology trends in order to advise membership on future standardization developments.

### Duties / Responsibilities

In the Telecommunication Standardization Bureau, under the direction of the Chief of the Telecommunication Standardization Policy Department, the incumbent heads the Communications Unit, plans and leads activities to carry out the TSB communication programme directed toward stimulating targeted groups (media, ICT industries, Member States, etc.) to support the TSB's programme. To this end the incumbent

performs the following duties:

- Develops and implements the long-term communication strategy and annual plan based upon a careful assessment of information needs and opportunities, for the activities of the ITU-T with a view to promoting an awareness of the objectives and goals for the Sector.
- Establishes and maintains pro-active, effective and dynamic relations with the Sector members, the telecommunication industry, and other organizations with a view to communicate and/or to seek their support to communicate the achievements of the ITU-T, demonstrate the value of its work and provide coherence, focus and direction to its messages in order to strengthen support for its activities.
- Consults and advises TSB senior management on positioning messages to various audiences, both internally and externally to promote proactive communications.
- Carries out an intensive information dissemination programme developing messages, utilizing and advising on appropriate dissemination channels and ensuring the existence and development of adequate communication channels through various means. Creates innovative communication products, researches and selects new web-based communication tools such as social networking, wikis, blogging platform, and manages the development and implementation of these new technologies.
- Develops and secures partnerships with key players, such as standards development bodies, journalists, trade analysts in the ICT industry with a view of working jointly on communication campaigns for projects.
- Keeps abreast of the communication and information activities of other ITU Sectors to promote cohesion and develop joint campaigns in HQs or Region Offices as appropriate.
- Is responsible for developing a communications budget for ITU-T and coordinates the work of external contractors on design, graphics and production of all relevant communication materials.
- Writes and edits speeches, newsletters, declarations, press releases, and gives presentations in line with the ITU-T's communication agenda, ensuring that its key messages are efficiently and forcefully conveyed.
- Reviews and edits documents and brochures and other written and audiovisual materials to ensure consistency with ITU-T communication strategy including rewriting technical texts in order to make them accessible to non-technical readers.
- Serves as spokesperson for media enquiries, partners and requests from Member States as and when needed.
- Solicits and analyzes feedback on the implementation of the communication programme with a view to measuring its effectiveness. Prepares related reports and provides recommendations.
- Identifies communication training requirements for TSB staff and advises senior management on training programmes for staff whose work profile requires improved communication skills.
- Performs other related responsibilities.

## Qualifications required

### Education:

Advanced university degree in communication, political or social sciences, public or international relations, business administration or management or a related field OR education in 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 in communications, external relations or public relations work, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

### 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.)

### Competencies:

- Communicating in a credible and effective way.
- Ability to build and promote partnerships across the organization and beyond.
- Demonstrated knowledge of communication, information and public relations principles.
- Excellent organizational and analytical skills, with capacity to work and produce results under pressure.
- Ability to develop innovative proposals for communication, with emphasis on building partnerships and networks to achieve results.
- Excellent interpersonal skills and cross-cultural communication.
- Discretion, tact and diplomacy.
- Computer literacy complemented by a sound knowledge or skills in website techniques and communication tools.
- Excellent presentation skills.
- Track record of achievement in managing communication projects, including demonstrated ability to plan, organize and implement them on target and within budget.

## Remuneration

Annual Salary: (Net of Tax)

140,698.- USD - 182,323.- USD without dependants

151,091.- USD - 197,112.- USD with dependants

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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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