



Geneva, 10 November 2009

### **Circular letter No. 175**

(Accelerated procedure  
via facsimile)

**Subject:** Notice of vacancy

**Vacancy Notice No. P42-2009**

**To the Director-General**

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 let me know the names of qualified candidates and especially of woman candidates for the above post. Detailed applications using ITU Personal History Forms should be submitted to the General Secretariat not later than **11 January 2010**.

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Antalya, 2006), 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 insufficiently 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.

Administrations of countries from regions of the world which are not or are insufficiently represented among the staff of the Union are especially requested to submit applications from suitably qualified candidates.

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

Yours faithfully,

Dr. Hamadoun I. TOURÉ  
Secretary-General

**Annexes:** Notice of Vacancy No. P42-2009  
(Job description of the post to be filled and conditions of employment)



*The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.*

*ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.*

*The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.*

## VACANCY NOTICE No. P42-2009

<b>Date of issue:</b> 10 November 2009	<b>Applications from women are encouraged</b>
<b>Deadline for applications:</b> 11 January 2010	
<b>Functions:</b> Head, French Translation Section	<b>Post number:</b> CF20/P5/619
<b>Type of appointment*:</b> Fixed-Term for two years	<b>Date of entry:</b> As soon as possible
<b>Grade:</b> P.5	<b>Duty station:</b> ITU Headquarters, Geneva, Switzerland

### General Secretariat

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organizational Unit

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, and sales and marketing).

### Duties / Responsibilities

Under the general supervision of the Chief of the Department, the incumbent performs the following duties:

- Manage, organize and run the Section, providing prompt and efficient translation and language services to the General Secretariat and Bureau; direct and manage staff, allocate work, administer the Section's budget, assess the work of the Section's staff and compile statistics; make staffing proposals to the Chief of the Department and collaborate with the Administration and Finance Department in the recruitment of supernumerary translators and, where appropriate, of external collaborators for contractual translation; study, evaluate and, where appropriate, introduce simplified or new working methods, especially those involving computers.

\* The type and duration of appointment for internal candidates will depend on their contractual status.

- Supervise and revise the work of translators and revisers and control the quality of the work done in the Section; closely supervise and train new or inexperienced translators; translate, revise and edit (technical and linguistic) particularly important or sensitive texts.
- Participate in conferences, including providing assistance to editorial committees.
- Advise the General Secretariat, Bureau and Departments of the Union on translation or editing problems.
- Collaborate with the Terminology Section (STRAIT) for updating and improvement of the terminology database.
- Participate in the management and development of the Department and perform other duties as required.
- Provide occasional ad hoc interpretation.
- Replace, when required, the Chief of Department.

### **Qualifications required**

- Advanced university degree in a field of relevance to the post (e.g.; translation, modern languages or equivalent with application to telecommunications or other scientific or technical subjects) 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 above-mentioned fields. A first university degree in one of the above fields in combination with qualifying experience may be accepted in lieu of an advanced university degree in the case where no suitable candidate with an advanced degree is identified.
- Suitable experience, corresponding to at least ten years in increasingly responsible positions in the linguistic field, including at least five years in an international environment. Experience of personnel management, including administration of outsourced work, would be an advantage.
- Mother tongue French with excellent knowledge of two of the other official languages of the Union (Arabic, Chinese, English, Russian, Spanish). Knowledge of a fourth official language would be an advantage.

### **Competencies**

- Ability to supervise and to work in a team.
- Ability to develop and maintain efficient working relations at all levels.

### **Conditions of employment**

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US \$ 158,201 to US \$ 193,894 (with dependents) or US \$ 146,970 to US \$ 178,367 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following [link](#)

### **How to apply**

External applicants are requested submit their application with a completed ITU Personal History Form (PHF), available on the ITU Web Site, to the Human Resources Administration Division. **Any application submitted without the ITU PHF will not be considered.**

### **Additional Information**

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1187 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.
- **The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.**

**APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION**



**The ITU is a smoke-free environment**