



General Secretariat (GS)

Geneva, 7 July 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 39

Subject: **Vacancy Notice No. 26P-2016/SG-SPM/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 would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 07/09/16 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.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 26P-2016/SG-SPM/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° 26P-2016/SG-SPM/EXTERNAL/P4

Date of Issue: 7 July 2016

Currently accepting applications

Applications from women are encouraged

Functions: Speechwriter

Post Number: PM01/P4/206

Deadline for Applications (23.59 Geneva CH) : **7 September 2016**

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 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.

Organization Unit:

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in

the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

Duties / Responsibilities

Under the direction of the Chief, Strategic Planning and Membership Department, the incumbent is responsible for developing and tailoring all official English statements and speeches (written and oral) for the Secretary-General and the Deputy Secretary-General synthesizing complex global issues into simple yet powerful statements, identifying and applying new methods of communication; and reviewing all official English language communication originating from the Office of the Secretary General for dissemination. To this end he/she performs the following duties:

- Develops an overall strategy to address the process of speech preparation. Determines the development phases of statements and speeches to ensure their timely delivery (written and oral) in English for the Secretary-General, and the Deputy Secretary-General. Exchanges, clarifies and unifies information and organizational communication through close and frequent collaboration with the Head of Corporate Communication Division. Drafts finished speeches, remarks, toasts, messages, blurbs and press statements for the Secretary-General. Identifies new opportunities/locations to give focused press briefings to promote ITU.
- Consults the Secretary-General and his/her senior advisors on the topics for inclusion in official statements and speeches, ensuring that the organizational policies and vision are well articulated. Develops targeted messages, including alternative responses. Maintains regular contact with the relevant persons throughout ITU and Member States, when appropriate, to discuss organizational priorities, programmes and activities and to gather substantive inputs in order determine essential communication points and translate for use in official communications. Carries out extensive and varied research as part of the process of producing speeches and other materials that are persuasive, inspiring, politically sound and factually accurate.
- Edits or redrafts in their entirety the Secretary-General's English statements and speeches prepared by Bureaux counterparts taking into consideration recent political developments. Assists in the revision of the speeches for the Deputy Secretary-General. Streamlines the delivery of inputs by providing guidance and advice. Develops alternative recourse in case deadlines are missed.
- Assists the Chief, Strategic Planning and Membership Department, in all activities related to the communications and speeches of the Secretary-General, including the formulation of combined policy and communications advice, the efforts to raise urgent or sensitive issues and formulates a response, ensuring that the Secretary-General is equipped to provide a timely response.
- Drafts and keeps up-to-date summaries of ITU position papers for use by ITU spokespersons.

- Monitors and reports on press covering ITU. Determines when a strategic response is necessary and informs the Secretary-General as well as drafts such responses. Develops and tailors speaking notes for the Secretary-General, providing targeted, analytical or summary notes on certain questions, creates alternative responses and provides coaching on interviews.
- Provides expert advice on the wide dissemination, impact and translation of the Secretary-General's speeches and statements throughout Member States.
- Coordinates and liaises with counterparts in the Bureaux and in other UN organizations to ensure consistency of message.
- Performs other duties as required.

Qualifications required

Education:

Advanced university degree in communications, journalism, international relations, public administration or other 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, journalism, international relations including at least three years 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:

- Highly developed communication (spoken, written and public speaking) skills.
- Ability to rapidly analyze and integrate diverse information from varied sources.
- Broad understanding of ICT/telecommunications issues.
- Demonstrated planning and organizational skills and ability to work to tight deadlines and handle multiple concurrent projects/activities.
- Discretion and sound judgment in applying expertise or complex and/or sensitive issues.

Remuneration

Annual Salary: (Net of Tax)

128,330.- USD - 166,295.- USD without dependants

137,808.- USD - 179,784.- USD with dependants

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

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