



General Secretariat (GS)

Geneva, 11 November 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 54

Subject: **Vacancy Notice No. 36P-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 11/01/17 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. 36P-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° 36P-2016/SG-SPM/EXTERNAL/P4

Date of Issue: 11 November 2016

Currently accepting applications

Applications from women are encouraged

Functions: Senior Communications Officer

Post Number: PM04/P4/237

Deadline for Applications (23.59 Geneva CH) : 11 January 2017

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

In the Strategic Planning and Membership Department and under the direct supervision of the Head, Corporate Communication Division, the incumbent performs the following responsibilities:

- Plan and carry out multimedia productions that increase ITU's media presence and support its communication programmes and activities.
- Develop proposals that seek to maximize ITU's visibility; once approved, implement the deliverables according to agreed timetables and budgets.
- Focus on digital engagement and outreach with key focus on engaging media online via appropriate channels, developing contacts and leads (through engagement) with key digital media, bloggers and online influencers and supporting the digital media team with outreach and engagement to key constituencies and stakeholders.
- Analyze the effectiveness of the Union's outreach and engagement, especially with media stakeholders, and advise the Head of the Division on possible strategic changes, seek the support of media representatives to promote an accurate image of the Union and its activities and in positioning ITU as a pre-eminent ICT organization and the UN's lead agency in ICT.
- Research, write and produce creatively and speedily and/or edit scripts, storylines, articles, and other information products on key ITU issues for key broadcast and online.
- When commissioning multimedia productions or other content, produce the necessary briefs and identify suitable production agencies; supervise the preparation of and review the commissioned scripts editorially and from the story angle. Pitch the stories for placement in relevant media as required.
- Provide production and editorial guidance to producers of information products including online and multimedia platforms and ensure that all ITU information material designed to inform the media and the public conforms to the Union's policies and is suitable for the targeted audience; produce communication output of the Corporate Communication Division including for the corporate pages of the ITU website and the Media Centre pages.
- Implement all activities related to the ITU's participation in external and internal exhibitions and events.
- Brief the press as necessary on issues and activities as and where required.
- May be called upon to seek, propose and implement new distribution outlets, dissemination channels and monitoring mechanisms including through external partnerships; to monitor world news and produce a news feed that includes appropriate stories of interest and relevance to ITU and represent the Union at inter-agency and other meetings dealing with questions of communication policy including the United Nations

- Communication Group (UNCG).
- Perform other responsibilities as requested by the Head of Division.

Qualifications required

Education:

Advanced university degree in journalism, communication, film production, cinematography, public or international relations, political or social science, business or liberal arts, 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 OR a combination of education, training and experience which could be considered as equivalent to an advanced university degree. 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 working positions related to corporate communication, public information, media relations preferably in a telecommunications or IT environment, 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:

- Excellent organizational skills and ability to manage several different tasks with differing priorities simultaneously and deliver fast and accurately without affecting quality under tight deadlines.
- Ability to learn quickly and work as a team member in a fast-paced, deadline-oriented environment. This involves working beyond the normal official hours so as to meet the critical production deadlines.
- Ability to judge newsworthy information.
- Broad knowledge of the telecommunication/IT industry at the international level.

Remuneration

Annual Salary: (Net of Tax)

126,674.- USD - 164,148.- USD without dependants

136,029.- USD - 177,463.- 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