

Nomor : B-473/SJ.8/KI.01.01/04/2022 Jakarta, 25 April 2022
Sifat : Segera
Lampiran : 1 (satu) berkas
Hal : Penyampaian Informasi Lowongan Pekerjaan di *International Telecommunication Union (ITU)*

Kepada Yth.
Bapak dan Ibu (Daftar Terlampir)
di Tempat

Merujuk brafak PTRI Jenewa No.: B-00301/Jenewa/220419, tanggal 18 April 22 perihal "Penyampaian informasi lowongan pekerjaan pada International Telecommunication Union (ITU)" sebagaimana terlampir, bersama ini disampaikan bahwa *International Telecommunication Union (ITU)* membuka beberapa lowongan pekerjaan untuk berbagai posisi di bawah ini dengan penjelasan berikut:

No.	Posisi	Lokasi	Masa kerja	Batas waktu
1.	<i>Junior Project Officer (Enhancing Resilient ICT Infrastructure in Asia and the Pacific)</i>	Jakarta	11 (sebelas) bulan	2 Mei 2022
2.	<i>Partnership and Outreach Officer</i>	Jenewa	3,5 (tiga setengah) bulan	3 Mei 2022
3.	<i>Senior Legal Officer</i>	Jenewa	2 (dua) tahun dan kemungkinan perpanjangan kontrak untuk 2 (dua) tahun berikutnya.	9 Mei 2022
4.	<i>Head, Document Management and Interpretation Division</i>	Jenewa	2 (dua) tahun dan kemungkinan perpanjangan kontrak untuk 2 (dua) tahun berikutnya	13 Juni 2022

Sehubungan dengan hal tersebut di atas, mohon bantuannya untuk mendorong pegawai atau anggota yang memiliki kompetensi untuk mengisi posisi dimaksud. Adapun informasi lebih lanjut mengenai persyaratan, tugas dan kualifikasi dapat dilihat pada dokumen terlampir atau melalui tautan situs sebagai berikut: <https://erecruit.itu.int/public/>.

Demikian disampaikan, dan atas perhatian dan kerja samanya diucapkan terima kasih.

Tembusan:
Sekretaris Jenderal, Kemenkominfo.

Lampiran Surat

Nomor : B-473/SJ.8/KI.01.01/04/2022

Tanggal : 25 April 2022

1. Direktur Sosial Budaya dan Organisasi Internasional Negara Berkembang, Kementerian Luar Negeri
2. Sekretaris Direktorat Jenderal Kerja Sama Multilateral, Kementerian Luar Negeri
3. Direktur Informasi dan Media, Kementerian Luar Negeri
4. Rektor Universitas Indonesia
5. Rektor Universitas Gajah Mada
6. Rektor Universitas Brawijaya
7. Rektor Universitas Negeri Jakarta
8. Rektor Universitas Negeri Malang
9. Rektor Universitas Diponegoro
10. Rektor Universitas Padjadjaran
11. Rektor Universitas Hasanuddin
12. Rektor Universitas Airlangga
13. Rektor Universitas Sebelas Maret
14. Rektor Universitas Sriwijaya
15. Rektor Universitas Andalas
16. Rektor Universitas Sumatera Utara
17. Rektor Universitas Jenderal Soedirman
18. Rektor Universitas Negeri Semarang
19. Rektor Universitas Pelita Harapan
20. Rektor Universitas Tarumanegara
21. Rektor Universitas Atmajaya
22. Rektor Universitas Mercu Buana
23. Rektor Universitas Trisakti
24. Ketua Umum Perhimpunan Advokat Indonesia (Peradi)
25. Ketua Perkumpulan Pengacara dan Konsultan Hukum Indonesia (PPKHI)
26. Ketua Asosiasi Profesi Hukum Indonesia (APHI)
27. Ketua Umum Asosiasi Advokat Indonesia (AAI)
28. Ketua Ikatan Advokat Indonesia (IKADIN)



KILAT

**PERUTUSAN TETAP REPUBLIK INDONESIA
JENEWA**

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Kepala Perwakilan RI

BERITA BIASA

Febrian A. Ruddyard
Duta Besar LBBP/Watapri

Nomor : B-00301/Jenewa/220419
 Kepada Yth. : Menteri Luar Negeri, Menteri Komunikasi dan Informatika
 Up. Yth. : Plt. Direktur Jenderal KS Multilateral, Sekretaris Jenderal Kemenkominfo
 Info Yth. : Direktur Sosial Budaya dan OINB, Sesditjen KS Multilateral, Direktur Informasi dan Media, Kepala Biro Sumber Daya Manusia; Kepala Pusat Kelembagaan Internasional, Sesditjen SDPPI, Sesditjen PPI, Sesditjen APTIKA - Kemenkominfo
 Dari : Dubes/Watapri Jenewa
 Lampiran : - berkas
 Jumlah : 2 Halaman
 Perihal : Penyampaian informasi lowongan pekerjaan pada *International Telecommunication Union (ITU)*

Ringkasan Berita

Brafaks ini secara khusus menyampaikan adanya aneka lowongan pekerjaan pada *International Telecommunication Union (ITU)*. Mohon perkenan dukungan Pusat untuk dapat menyebarkan peluang pekerjaan tersebut melalui berbagai kanal informasi.

Merujuk perihal pada pokok berita, dengan hormat disampaikan hal-hal sebagai berikut:

1. PTRI Jenewa telah menerima informasi lowongan pekerjaan pada *International Telecommunication Union (ITU)* untuk berbagai posisi, lokasi, dan tenggat waktu penyampaian lamaran. Berikut adalah informasi singkat terkait lowongan dimaksud:

No	Posisi	Lokasi	Deadline	Keterangan
1.	Junior Project Officer (Enhancing Resilient ICT Infrastructure in Asia and the Pacific)	Jakarta	2 Mei 2022	<i>P2 Level Short-term appointment</i>
2.	Partnership and Outreach Officer	Jenewa	3 Mei 2022	<i>P2 Level Short-term appointment</i>
3.	Senior Legal Officer	Jenewa	9 Mei 2022	<i>P3 Level Fixed-term appointment</i>
4.	Head, Document Management and Interpretation Division	Jenewa	13 Juni 2022	<i>P3 Level Fixed-term appointment</i>

Catatan: Adapun informasi lengkap lowongan tersebut, seperti persyaratan, tugas dan fungsi, serta dokumen lainnya dapat diakses pada tautan berikut: <https://erecruit.itu.int/public/>

2. Indonesia telah menjadi anggota aktif ITU sejak 1 Januari 1949 dan aktif melakukan pembayaran kontribusi pembayaran secara rutin serta berpartisipasi pada berbagai rangkaian persidangan ITU. Namun demikian, hingga saat ini, jumlah WNI yang menjadi pegawai ITU hanya terdapat 2 (dua) orang.

3. Guna meningkatkan pemanfaatan keanggotaan Indonesia pada ITU, akan sangat baik apabila terdapat semakin banyak WNI yang bekerja sebagai pegawai ITU. Salah satu upaya untuk meningkatkan keterwakilan Indonesia dalam komposisi kepegawaian ITU adalah dengan memperluas informasi peluang kerja pada ITU ke WNI dari berbagai kalangan.
4. Dalam kaitan ini, mohon perkenan dukungan Pusat untuk dapat menyebarkan informasi peluang kerja dari ITU dimaksud kepada WNI dari berbagai kalangan melalui berbagai kanal informasi yang ada.


Demikian disampaikan, atas perhatian dan arahan lebih lanjut diucapkan terima kasih.

Jenewa, 18 April 2022

Petugas Komunikasi



Pembuat Berita



Jhendra Ageng Samodra
Sekretaris II/ Ekonomi I



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 NO. 15TVN-2022/BDT-DDR/EXTERNAL/P2

Date of Issue: 8 April 2022

Applications from women are encouraged

Functions: Junior Project Officer (Enhancing Resilient ICT Infrastructure in Asia and the Pacific)

Deadline for Applications (23.59 Geneva CH) : 2 May 2022

Duration of Contract: 11 months

Type of Appointment: Short Term Appointment

Duty Station: Jakarta, Indonesia

Grade: P2

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

Organization Unit:

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

Duties / Responsibilities

Under the supervision of the Programme Officer based in Jakarta, Indonesia and the Regional Director, ITU Regional Office for Asia-Pacific (RO-ASP) and in close collaboration with Japan, short term recruited experts, national focal points and in communication with other stakeholders, the Junior Project Officer will provide support to undertake a multi-pronged planning and implementation approach to deliver the targeted impact/objectives. To this end the incumbent will perform the following duties:

- Conduct research and analysis on the status of resilience of ICT networks services, benchmarking resilience of connectivity, available solutions and the needs of countries in Asia and the Pacific in enhancing resilience of their respective networks; present, update and report on the results of research and the latest initiatives on enhancing resilience in ICT networks.
- Contribute by providing useful analytical support in the development of methodology to periodically measure and evaluate the reliability and resilience of ICT networks and identify required tools, technical and regulatory processes and procedures,

tests and field measurements, reliability and resilience measures and indicators.

- Support in developing a risk matrix for the project, contribute to the development of risk management and business continuity plan, policy, methodology, framework, risk scales, templates and risk registers; highlight the issues and risks during project meetings; draft progress reports of the project for regular update to the funding institutions.
- Liaise with key stakeholders including UN agencies, member countries, ITU memberships and experts, academia and other stakeholders proposing new ideas and opportunities for engagement and ensuring an on-going dialogue.
- Provide project support in the planning and implementation of project activities in beneficiary countries; ensure continuous follow up with project focal points in the beneficiary countries to ensure timely analysis of the required data for the relevant interventions; propose and draft project communication plan and actively prepare material for publishing the achievements of the project using communication channels used in the RO-ASP (e.g. regional office webpages, LinkedIn and Twitter feeds etc.) and at HQ level.
- Support the project team in procurement of goods and services in accordance with the applicable ITU rules and procedures.
- Perform any other related duties that may be assigned by the Project Manager or Regional Director, ITU Regional Office for Asia and the Pacific.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Client and Service Orientation; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Understanding of the telecom infrastructure network requirements, operational issues and bottlenecks and requirements of connectivity and services from user perspectives. Knowledge of the issues and the impact on ICT networks due to lack of resilience in the telecom infrastructure, its impact on ICT services and specific issues in post COVID reliance on virtual engagements by public at large. Data analytics and ability to evaluate, develop, and monitor project activity requirements viz a viz the project objectives. Computer literacy and the ability to effectively use standard office software tools and other office technology to create documentation, exchange, and archive e-mail, and maintain electronic filing systems. MS Office Suite (Word, Excel, Access, PowerPoint, and Teams), databases and web design and development tools. Good report writing skills in English. Excellent communication skills and ability to coordinate activities. Ability to concentrate concurrently on different tasks.

Qualifications required

Education:

University degree in telecommunication/radiocommunications engineering, policy studies, economics, law, business administration or 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 the field of the post. 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.

Languages:

Knowledge of English at advanced level and knowledge of a second official language of the Union (Arabic, Chinese, French, Russian and Spanish) 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.)

Additional Information:

This temporary opportunity is available to individuals residing locally.

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



ITU is a smoke-free environment



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VACANCY NOTICE NO. 16TVN-2022/BDT-PDD/EXTERNAL/P3

Date of Issue: 12 April 2022

Applications from women are encouraged

Functions: Partnership and Outreach Officer

Deadline for Applications (23.59 Geneva CH) : 3 May 2022

Duration of Contract: 3,5 months

Type of Appointment: Short Term Appointment

Duty Station: Geneva, Switzerland

Grade: P3

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

Organization Unit:

The Partnerships for Digital Development Department is responsible for the development of sustainable and impactful partnerships with donors, foundations, and the private sector. It further coordinates the delivery of these resources to meet the needs of the membership in accordance with World Telecommunication Development Conference (WTDC) and ITU Plenipotentiary Conference (PP) outcomes. This department is also responsible for project design and support, and contributes actively to the implementation of the regional initiatives. Finally, this department is charged with defining the BDT membership strategy and for the sound management of the ICT Development Fund.

Duties / Responsibilities

Under the direct supervision of the Senior Advisor, Partnerships and Resource Mobilization, the incumbent will perform the following duties:

- Undertake extensive research, identify, and propose potential partners for P2C digital coalition (e.g. bi/multi-lateral agencies, development banks, funds, foundations - traditional and non-traditional); initiate and cultivate partnerships outside the organization to facilitate further engagement; ensure profiles of high-priority prospects remain up to date (funding priorities and trends).
- Lead briefings to potential partners on the pledging process as needed; ensure maintenance of internal partner and pledge tracking databases.
- Continuously monitor data on partner contribution trends and partnership needs and regularly prepare recommendation reports for BDT management for updates and enhancements.
- Develop new content on pledges for the P2C website; ensure content is up to date and recommend improvements in the

presentation of the website.

- Coordinate or manage BDT initiatives and liaise with relevant partners from the P2C digital coalition based on matching priorities.
- Provide high-quality, substantive advice and inputs for the development and implementation of outreach strategies and activities; monitor follow-up actions to strengthen relationships with current and potential P2C partners.
- Design and develop supporting material (briefings/background papers, concept notes, PowerPoint presentations, etc.) prior to meetings/missions and conference calls with potential P2C and ITU partners.
- Develop and cultivate partnerships with other United Nations organizations to advance the P2C implementation process.
- Propose and develop an accountability framework and follow-up mechanism for pledges made through the P2C process.
- Attend, and may be asked to represent the team, to internal and external meetings with stakeholders involved in P2C digital coalition.
- Perform any other related duties as assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of resource mobilization principles. Ability to maintain efficient working relationships with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity. Previous experience managing a pledging event is desirable.

Qualifications required

Education:

Advanced university degree in business, economics, international relations, marketing or a related field OR education from 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in partnership, resource mobilization, business development, outreaching activities. A doctorate in related fields can be considered as a substitute for two 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.)

Additional Information:

This temporary opportunity is available to individuals residing locally.

Applicants will be contacted directly if selected for written test.

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VACANCY NOTICE NO. 4P-2022/SG-JUR/EXTERNAL/P5

Date of Issue: 7 March 2022

Applications from women are encouraged

Functions: Senior Legal Officer

Post Number: SG12/P5/668

Deadline for Applications (23.59 Geneva CH) : 9 May 2022

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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 and as part of the Office of the Secretary-General, the Legal Affairs Unit (JUR) conducts studies and provides legal advice and opinions on various types of documents, including treaties, agreements, contracts etc., to enable the Secretary-General to act as legal representative of the Union in its relations with the Member States and other international or multinational organisations; carries out the legal functions associated with the Secretary-General's role as depository of the treaties and other agreements concluded by, or under the auspices of, the Union; studies, and deals with, general legal matters of all kinds and specific questions submitted to it by the Bureaux and Departments of the Union in connection with the Union's structure, functions and activities; advises on the interpretation of legal instruments (Constitution and Convention and Administrative Regulations of the Union, as well as other treaties and agreements, regulations, resolutions etc.); prepares draft amendments to the Constitution and Convention of the Union, its internal rules and regulations and other legal texts; at conferences and meetings, provides legal opinions and performs secretariat functions, as necessary; represents the Union, in particular regarding legal matters, at conferences and meetings with other organisations; carries out any other tasks associated with the Union's activities and entrusted to it by the Secretary-General.

Duties / Responsibilities

Under the general guidance of the General Legal Counsel of the Legal Affairs Unit (JUR), the Senior Legal Officer provides sound advice and cutting edge and authoritative expertise in support to management decision-making process with a view to minimize risks of litigation, conflicts, and strategic and political problems with the membership, external partners and clients and foster a

collaborative spirit and cooperation to achieve results. The Senior Legal Officer operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of the delegated assignment. The incumbent may supervise the work of legal officer(s) and of administrative assistant(s) of the Unit in areas where he/she assumes expert responsibilities. To this end, the incumbent performs the following duties:

- Carries out studies, reviews and research; selects and analyses legal documents and precedents in order to prepare advice and opinions, studies and other documents of a legal nature, on issues of administrative, commercial, public or private law concerning the Union, and on questions of international law including, in particular, telecommunication law and intellectual property law.
- Assumes expert responsibility for:
 - Policy and legal questions related to intellectual property law and policy, notably in the context of ITU's standardization activities. Acts as the secretary to working groups dealing with these questions; represents the ITU in external meetings related to these issues, including meetings with other regional and international organizations acting in the field; provides advice on issues related to the licensing of ITU's intellectual property.
 - Legal questions related to commercial/contractual disputes, including the representation of the Unit and the Union in delicate and complex negotiations and dispute resolution procedures, the preparation of writings and/or ITU position papers for submission to judicial or quasi-judicial bodies, or, as the case may be, the oversight of external legal counsel(s) engaged by the Union to represent the Union in judicial processes related to these questions.
 - Legal questions related to ITU procurement activities. In this context, examines, reviews and revises and negotiates, from the legal standpoint, draft agreements, contracts, documents, invitations to tender and other texts submitted to the Unit.
 - Legal questions related to TELECOM activities, including the negotiation of legal provisions, review, approval of contracts and other agreements.
- Provides legal advice to the Bureaux and departments of the Union on complex or far-reaching issues and prepares opinions on particularly complex or sensitive questions.
- Prepares and provides interpretation of legal instruments relevant to the Union's activities and gives legal opinions on issues related to the functions, structure and activities of the Union.
- Drafts and reviews texts for inclusion in the Union's legal instruments such as treaty texts, internal rules and regulations and other legislative texts, or any other legal texts.
- For, during and after conferences, assemblies and meetings:
 - Acts as secretary of committees and working groups dealing with legal or law-related matters, as appropriate.
 - Provides advice on and settles any legal questions that may arise on such occasions.
 - Provides legal assistance to the relevant departments in preparing and verifying final acts of ITU conferences.
- Provides expert advice on issues related to privileges and immunities of the ITU and of its staff members.
- Represents the JUR/Union at internal and external legal or administrative meetings, and acts as secretary of those meetings led by the JUR/Union.
- Replaces the General Legal Counsel, when he/she is absent or not available.
- Performs other related duties as assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Demonstrated ability to work both independently and in a small team environment. Ability to find and develop innovative solutions to complex legal problems. Good writing skills. Dedication to maintaining high customer service and quality control levels while meeting stringent deadlines. Strong sense of initiative and rigor. Ability to develop and maintain good working relationship with officials at all levels and from multicultural background.

Qualifications required

Education:

Advanced university degree in law with a specialization in intellectual property and telecommunications law, commercial or public/private international law or a related field OR education from 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible and relevant experience in a law firm or legal service, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in handling IPR issues arising out of the development standards, as well as experience in dispute settlement and/or arbitration is required. Experience within the United Nations system 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.)

Additional Information:

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 \$ 88,162 + post adjustment \$ 72,998

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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

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VACANCY NOTICE NO. 10P-2022/SG-C&P/EXTERNAL/P5

Date of Issue: 12 April 2022

Applications from women are encouraged

Functions: Head, Document Management and Interpretation Division

Post Number: CF06/P5/154

Deadline for Applications (23.59 Geneva CH) : 13 June 2022

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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:

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 / Responsibilities

Under the supervision of the Chief, Conferences and Publications Department (C&P), the Head of Document Management and Interpretation Division, the incumbent will perform the following duties:

- Lead the Document Management and Interpretation Division overseeing the activities of its Services, their strategic direction and provide solutions for timely delivery of language services as per C&P mandate. Provide expert advice to the Office of the Chief of the Conferences and Publications Department in all matters concerning the activities of the Division.
- Build the relationships with internal stakeholders - particularly in view of overall ITU demand for language services and the related strategic decisions, as well as with external stakeholders. Act as main ITU spokesperson for the International Association of Conference Interpreters (AIIC), the International Association of Conference Translators (AITC) and other

relevant stakeholders. Negotiate terms and conditions as necessary, keeping abreast of all modalities and obligations, in collaboration with LAU, in order to provide expert advice and strategic direction to the Chief of C&P and ITU high level management.

- Lead innovation in language services, including machine translation and remote solutions for interpretation. Develop strategic and implementation plans for advancing new information technology applications in the work of the Department. Develop C&P Advisory capacity on emerging trends in document management and language services. Oversee cross-agency and inter-sectoral projects on knowledge sharing, testing, and piloting of new technologies. Negotiate with DGACM and other UN entities, the acquisition of UN-wide translation tools such as eLUNa and the document management system gDoc and the corresponding Service Level Agreements. Implement for the ITU and formulate the priorities of medium and long-term priorities.
- Build and maintain contacts with government officials, other UN and inter-governmental agencies, non-governmental organizations, diplomatic missions, among others, on the issues concerning the activities of the Division, ensuring appropriate collaboration and represent the ITU in these discussions of information both within and outside the UN system. Participate and represent C&P in meetings (internally and externally) and provide substantive information and data for official reports concerning the language services (such as Reports to the ITU Plenipotentiary Conference, ITU Council, Council Working Groups, JIU reports, among others).
- Lead all commercial procurement activities as needed by the Department, identifying the needs, terms of reference, business requirements and evaluation procedures for any calls for bids relating to the language services (such as translation companies, translation search engines, platforms, and other tools).
- Determine priorities and allocate human and financial resources for the timely and quality delivery of work of the Division, prepare and implement work plans, evaluate, monitor and follow-up on operational performance of staff and services under his/her supervision. Plan the human resources and their development for the Division.
- Oversee the creation of guidelines, procedures, and strategies for the language services. Keep abreast of new developments and best practices; provide advice and reassess on an on-going basis the functioning of the of services in order to make the Department more resilient in response to external shocks such as COVID-19.
- Perform other related duties as assigned by the Chief of the Department.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of ITU internal and external documents forecasting and coordination, as well as knowledge of ITU events and conferences. Demonstrated team building and collaboration skills to work horizontally across the Department and the Union to build and support a cohesive approach to addressing the technical, advisory and other requirements of the stakeholders. Highly developed communication and interpersonal skills to meet and discuss with the stakeholders and to participate and/or make presentations at international events, seminars and/or workshops.

Qualifications required

Education:

Advanced university degree in communication, political or social sciences, public or international relations, business administration, management, or a related field OR education from 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in strategic communications and effective utilization of digital platforms, providing strategic advice at executive level, and in the other fields of activity of the post including at least five at the international level. A doctorate in a related field can be considered as a substitute for three years of working experience. Excellent knowledge

of how ITU's work would be considered a strong asset.

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.)

Additional Information:

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 \$ 88,162 + post adjustment \$ 72,028

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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



ITU is a smoke-free environment