



General Secretariat (GS)

Geneva, 14 November 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 39

Subject: **Vacancy Notice No. 938P-2022/SG-JUR/EXTERNAL/P3**

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 women candidates to apply for the above position not later than 16/01/2023 on ITU web site:

<https://jobs.itu.int/go/View-all-categories/8942455/>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 938P-2022/SG-JUR/EXTERNAL/P3**

Job Title: Legal Officer

INTERNATIONAL TELECOMMUNICATION UNION

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.

Legal Officer

Vacancy notice no: 938

Sector: SG

Department: JUR

Country of contract: Switzerland

Duty station: Geneva

Position number: SG12/P3/207

Grade: P3

Type of contract: Fixed-term

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

Recruitment open to: External

Application deadline (Midnight Geneva Time): 16 January 2023

ORGANIZATIONAL UNIT

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.

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 depositary 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 AND RESPONSIBILITIES

Under the supervision of the Head of the Legal Affairs Unit or, as appropriate, by the Senior Legal Officer, the incumbent will perform the following duties:

- Negotiate, prepare and/or review contracts, agreements, MoUs and project documents.
- On the basis of existing rules, policies, and practices, provide legal advice and assistance on issues relating to the laws and regulations of the Institution, intellectual property law and policy, commercial/contractual law (including settlement of disputes) and public/private international law (including telecommunication and radiocommunication law).

- Assist in settling legal and procedural issues which may arise during conferences and meetings of the Union.
- Draft components of legal instruments such as treaty texts based on standard practice.
- Assist in representing the Union in cases before judicial, arbitral and other dispute resolution bodies.
- Attend internal and external meetings on the basis of established guidelines.
- Conduct legal research and analysis and prepare studies, briefs, reports and correspondence.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making
 Client and Service Orientation
 Innovation and Facilitating Change
 Leadership
 Networking and Building Partnerships
 Planning and Organising
 Successful Management

TECHNICAL COMPETENCIES

- Demonstrated ability to work both independently and in a small team environment.
- Ability to find and develop innovative solutions to 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 emphasis on commercial, information technology and/or intellectual property 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 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 a legal service in the fields above, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Knowledge of commercial, international and intellectual property law is required.

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.)

BENEFITS AND ENTITLEMENTS

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 \$ 60,962 + post adjustment \$ 43,283

Other allowances and benefits subject to specific terms of appointment, please refer to https://jobs.itu.int/content/What-we-offer/?locale=en_US

ADDITIONAL INFORMATION

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.