



General Secretariat (GS)

Geneva, 10 August 2021

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 32

Subject: **Vacancy Notice No. 41D-2021/SG-JUR/EXTERNAL/D1**

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 11/10/2021 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

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. 41D-2021/SG-JUR/EXTERNAL/D1**



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. 41D-2021/SG-JUR/EXTERNAL/D1

Date of Issue: 10 August 2021

Currently accepting applications

Applications from women are encouraged

Functions: General Legal Counsel

Post Number: SG12/D1/255

Deadline for Applications (23.59 Geneva CH) : **11 October 2021**

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

Type of Appointment: Fixed-term Appointment Duty Station: Geneva, Switzerland

Grade: D1

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 direct supervision of the Secretary General, the General Legal Counsel serves as leader and role model and takes ownership for all responsibilities and delivers outputs within prescribed time, cost and quality standards related to the mandate of the Legal Affairs Unit. He/she operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments including planning, directing and supervising the activities of the Legal Unit and ensuring consistency and transparency of the legal policies, practices and interpretation throughout the Secretariat. To this end, the incumbent performs the following duties:

- Directs and supervises the activities of the Legal Unit and ensures consistency and transparency of the legal policies, practices and interpretation throughout the Secretariat.
- Provides legal advice to the constitutional bodies and individual constituents of ITU on legal matter related to the work of the organization.
- Ensures legality in the implementation of the Organization's activities by advising on policy, programme or other matters that have constitutional or legal aspects or are related to the interpretation and application of legal instruments; advises the executive head and the highest organs of the Organization on complex and sensitive issues relating to the functions, structure and activities of the Organization; directs the interpretation or drafting of legal instruments, including Constitution, Convention, Rules and Regulations, contracts and agreements and other legislative materials.
- Represents the executive head or the Organization in consultations and negotiations with contractors and with high level representatives of Member States or other organizations and at high level meetings of other organizations and bodies involving constitutional and legal questions.
- Directs the preparation and review of briefs and represents or ensures the ITU is represented in proceedings before administrative tribunals, courts of law and any other judicial or quasi-judicial bodies.
- Provides legal opinions or advice on privileges and immunities of the ITU and its legal relationships with Member States as well as on the interpretation and application of the ITU internal regulations and rules, and questions of an administrative nature.
- Acts as secretary to various committees dealing with subject matters falling within the competence of the Legal Affairs Unit.
- Carries out the legal functions associated with the Secretary-General's role as depositary of legal instruments.

- 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:** Leadership and managerial skills to direct the management of financial and human resources of the Unit. Political and diplomatic skills to liaise, negotiate and manage relationships with key stakeholders. Ability to identify key strategic issues, opportunities, and risks and to formulate and take responsive initiatives. High level of negotiating skills and ability to maintain efficient working relationships with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

Qualifications required

Education:

Advanced university degree in law OR education in law in a reputed college of advanced education with a diploma in law of equivalent standard to that of an advanced university degree. For internal candidates, a first university degree in law in combination with twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least fifteen years of legal experience in, at least, three of the following areas: public and private international law, international telecommunication law, international civil service law, intellectual property law and dispute resolution (experience in the field of telecommunication would be an advantage), including at least ten years of experience in the legal service of an international organization. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in dealing with highest officials of Governments and International Organizations as well as in depth experience in intergovernmental conferences is required (experience in telecommunication international conferences 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 \$ 100,800 + post adjustment \$ 84,269

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

Currently accepting applications



ITU is a smoke-free environment