



General Secretariat (GS)

Geneva, 24 May 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 17/20 – Rev1

(Cancels and supersedes the one dated 23 May 2017)

Subject: **Vacancy Notice No. 23P-2017/SG-C&P/EXTERNAL/P5**

Dear Sir,

The post described in the Annex is to be filled at ITU HQ.

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 23/07/17 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. 23P-2017/SG-C&P/EXTERNAL/P5**

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.

VACANCY NOTICE N° 23P-2017/SG-C&P/EXTERNAL/P5

Date of Issue: 23 May 2017

Currently accepting applications

Applications from women are encouraged

Functions: Head, Sales and Marketing
Division

Post Number: CF13/P5/940

Deadline for Applications (23.59 Geneva
CH) : 23 July 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: 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, and sales and marketing).

Duties / Responsibilities

Under the general direction of the Chief, Conferences and Publications Department, the incumbent identifies, anticipates and satisfies customer requirements relating to ITU publications; in addition, he/she acts as the publisher for the Union, planning and managing the pricing, marketing, sales and dissemination of publication products and services. To these ends, the incumbent performs the following duties:

- Plans, organizes and directs the activities of the Division, supervising staff, establishing objectives, work plans, standards and targets and evaluating performance; administers Division's budget; provides budgetary inputs for sales and marketing services and sales projections.
- Develops the annual business plan for ITU publications program proposing innovative pricing schemes and new strategies on marketing and sales (including the biennial sales target for the publications) to promote and expand publication sales.
- Effectively market ITU publications identifying potential new channels of distribution, database marketing, web presence and efficiently utilizing social media to reach the intended audience. Explores new partnership opportunities, licensing of ITU data to external partners. Undertakes and/or supervises regular market research, organizes customer surveys and analyses sales data to determine existing and potential level of demand for ITU publication products and services. Designs and recommends courses of action in product development to meet ITU priorities and objectives for growth.
- Keeps abreast of new ideas and developments in the telecommunication publications environment ensuring customers' needs are met. In partnership with the author units, develops ideas for creating new or modifies existing publication products and services; recommends their production to the appropriate service-provider units.
- Prepares, negotiates and manages the contracts for ITU external partners, including resellers and distributors, licensees, market-research consultants, publishers etc. Reinforces worldwide promotional activities and dissemination of ITU products in the six ITU official languages, through a network of partners including private sector and the academia. Promotes the ITU publications through advertising campaigns and participation in exhibitions including ITU and non-ITU conferences and meetings.
- Analyses/evaluates the potential impact of policy changes, identifying conflicts and problems and recommending solutions to management. Prepares and/or coordinates the preparation of reports for the ITU Council, Publications Policy Committee (IPPC) and other conferences and meetings as needed.
- Establishes and maintains working relationships with representatives of other organizations, reviews their publications sales and marketing strategies and advises his/her supervisor on the competitive stance of ITU in the marketplace for standard publications. Establishes and maintains contacts with partners of other organizations, contractors, representatives of the private sector and ITU Departments and Bureaus to obtain their cooperation for specific projects or to interest them on forming business partnerships.
- Ensures the preparation of the annual inventory and the Profit-and-Loss Statement.
- Performs other duties as required.

Competencies:

- A good knowledge of the telecommunication publications would be an advantage.
- Proven ability to negotiate agreements for joint projects and sponsorships and to manage customer relations.
- Ability to communicate effectively orally and in writing.
- Excellent interpersonal and team building skills.
- Good command of PC office tools (e.g. Word, Excel and Outlook) and usage of the web.

Qualifications required

Education:

Advanced university degree in marketing, business management, business administration, economics, or a related field OR degree 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in sales and marketing preferably in the publishing industry, 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. A proven track record in managing marketing and sales team is required, particularly in the marketing field.

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 \$84,721 + post adjustment \$68,709

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