



Geneva, 8 April 2011

Circular letter No. 14

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. ITU/SG/SPM/2011/P12

To the Director-General

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 should be obliged if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 17 May 2011 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Antalya, 2006), 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 insufficiently 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.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: Notice of Vacancy No. ITU/SG/SPM/2011/P12
(Job description of the post to be filled and conditions of employment)

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° ITU/SG/SPM/2011/P12

Date of Issue: 17 March 2011
Currently accepting applications

Applications from women are encouraged

Functions: Videographer/Photographer

Post Number: PM01/P3/760

Deadline for Applications: 17 May 2011

Duration of Contract: Two years

Type of Appointment: Fixed-Term
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

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, under the supervision of the Head of Communications and Partnership Promotion Division, the incumbent will perform the following duties:

- Translate ITU strategic goals into creative, effective AV content and delivery across all appropriate platforms in order to promote better understanding of, and engagement in, ITU's activities. Provide advice on the need for further coverage of specific programmes and topics and how AV strategy can be improved.
- Responsible for high-end video features and programmes of varying lengths. Conceptualize, storyboard, film and edit a variety of AV styles: documentary, news clips, promotions films and commercial spots. Design, create and deliver new and effective communications products and services.
- Direct production of video programmes on the activities of ITU, primarily for television and websites. Find and select images and negotiate rights for the distribution of content.
- Organize and direct the shooting; conduct interviews with experts and apply technical and specialized skills in audiovisual production for interviews/discussions in studio conditions, using teleprompter when required. Apply special effects video software needed to assemble promotional clips.
- Select, organize and direct talent as necessary.
- Responsible for post-production using non-linear offline editing on Final Cut Pro, special effects, audio editing and other software.
- Responsible for the management of archives and maintain equipment in good working order and make suggestions for upgrades.
- Keep abreast of new developments in the production of videos.
- Proposes and undertakes photographic assignments to illustrate the work and main initiatives of ITU. Plans, implements and provides photographic coverage of ITU activities/events and personalities. Processes photographs in adherence to deadlines. Provides written information describing the photographic coverage, including captions in English based on ITU style guide. Edits and catalogues photographs in keeping with ITU norms. Uploads photographs to various platforms in a timely manner. Maintains galleries of ITU images.
- Performs any additional activities that may be required to ensure the success of the service.

Qualifications required

Education:

Advanced university degree in journalism, filmmaking or communication with courses in cinematography and television production 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. Technical training in video production is required. Technical training in photography would be an asset.

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 video production and photography or related field, including at least two at the international level. Media relations experience would be an asset.

A Doctorate in a related field can be considered as a substitute for two years of working experience.

Languages:

Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish), and very good knowledge of a second official language. 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:

Creativity:

- Possess strong creative vision to plan and execute video interviews/stories/documentaries.
- Ability to think strategically while not losing sight of the details.
- Ability and flexibility to implement a wide range of styles as required.

Technical competencies:

- Versatile professional TV producer/cameraman/editor fully proficient in the use of both analogue and digital video.
- Thorough knowledge of digital equipment and processes including exporting to various platforms, compression, streaming and storage techniques.
- Advanced computer skills to use relevant software such as Finalcut Pro and other applications.
- Ability to organize and manage a small but full-fledged video and audio studio.
- Knowledge of both traditional and new multimedia is required.
- Experience with photography equipment including all functionalities of the camera and proficiency in photo editing and image catalogue software is required.

Remuneration

Annual Salary: (Net of Tax)

109,081.- USD - 145,581.- USD without dependants

116,861.- USD - 156,591.- 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