General Secretariat (GS)

Geneva, 30 May 2013

E-mail: erecruit@itu.int

 To the Director-General

Circular letter No. 149

Subject: **Vacancy Notice No. 8P-2013/BDT/EXTERNAL/P2**

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 30/07/2013 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.

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

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: **Vacancy Notice No. 8P-2013/BDT/EXTERNAL/P2**

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 Nº 8P-2013/BDT/EXTERNAL/P2

Date of Issue: 30 May 2013
Currently accepting applications

Applications from women are encouraged

Functions: Webmaster/Graphic Designer

Post Number: TD12/P2/463

Deadline for Applications (23.59 Geneva CH) : 30 July 2013

Duration of Contract: 2 years, renewable to maximum 4 years

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P2

Organ:
The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Duties / Responsibilities

Under the general supervision of the Communication & Promotion Officer, the incumbent performs the following tasks and duties:

- Provide specialized design expertise and creative input from the inception stage of design work through final production and online implementation. Liaise with BDT divisions to gather information and material on their activities and, using this information, prepare graphic elements in optimized formats for online delivery.
- Work on briefs agreed with the Communication and Promotion officer to create prototype ideas and concepts, choosing the appropriate media and style. Develop design briefs through consultation with BDT Divisions and by gathering information and data to clarify design and platform delivery issues. Contribute ideas and design artwork to the overall brief. Use innovation to redefine a design brief within the constraints of cost and time.
- Conceptualize and develop web or interactive design based on the brief ensuring a strong and coherent visual identity for the sector's activities. Present finalized ideas and concepts to BDT Divisions with the Communication and Promotion officer.
- Design and propose sample web pages compliant with the ITU website structure and templates. Produce wireframes with the proposed sub-site information structure, and develop mockups of the pages which are to be implemented by the web developer.
- Work with a wide range of media, including photography and computer-aided design (CAD) to produce digital visual elements for the BDT website and for other ITU-D online promotional needs.

- Apply the latest graphic/design/interaction techniques to produce creative and innovative graphic design/artwork for online use.
- Perform research and stay abreast of current graphical design developments, and applying this knowledge to BDT Web design work. Make proposals to the Promotion and Communication officer on the best way to communicate ITU core branding issues in BDT online materials.
- Create, optimize and upload content and graphics relating to the BDT websites. Where appropriate, prepare web promotional materials for inter-sectoral activities under the responsibility of the Communication and Promotion officer.
- Provide guidance on layout, colors and styles used on BDT websites. Develop templates and design solutions for web pages in collaboration with the Web Officer.
- Design and layout digital newsletters or emails for ITU-D projects and events.
- Advise other staff members on developments in the application of innovative graphical design techniques and online publishing.
- Continually keep abreast on the latest skills in graphical design, web publishing techniques, as well as in interactive content design and creation.
- Perform any other duty assigned by supervisor.

Qualifications required

Education:
University degree in design, communication and/or a related field OR education in 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 graphic and artwork design.
An advanced degree in a related field can be considered as a substitute for one year of working experience.
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.)

Competencies:
- Expert knowledge of CSS, XHTML, and web design best practices.
- Ability to work under extreme time constraints and to focus concurrently on multiple tasks.
- Demonstrable skills in esthetic design, use of appropriate color palettes/fonts and an understanding of design constraints in the ITU environment.

Remuneration

Annual Salary: (Net of Tax)
92,311.- USD - 118,237.- USD without dependants
98,417.- USD - 126,784.- 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

ITU is a smoke-free environment