



General Secretariat (GS)

Geneva, 18 May 2020

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 22

Subject: **Vacancy Notice No. 23P-2020/SGO/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 19/07/2020 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. 23P-2020/SGO/EXTERNAL/P3**



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-2020/SGO/EXTERNAL/P3

Date of Issue: 18 May 2020

Currently accepting applications

Applications from women are encouraged

Functions: Space Planning Officer

Post Number: SG03/P3/1222

Deadline for Applications (23.59 Geneva CH) : **19 July 2020**

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

Duties / Responsibilities

Under the supervision of the Head, Facilities Management and Building Project Division, the incumbent will perform the following duties:

- Ensure continual oversight for, and analysis of the campus occupancy patterns to support decision making on all moves on key phases of the project (relocation and final accommodation plan).

- Coordinate and track all occupancy changes (desk swap, office layout changes) and permanently maintain precise record.
- Generate and manage headcount forecasts with extreme accuracy.
- Liaise with internal and external stakeholders to develop scenarios prior to presenting recommendations for approval.
- Act as the focal point for space questions in the assigned project: manage and resolve space requests; provide test fits, blocking and stacking plans; develop sequencing plans for major relocations; maintain allocation plans; and assess the workplace conditions.
- Develop and document processes and procedures related to space planning and move execution for the client.
- Provide furniture and workplace solutions to the client achieving the requirements from the stakeholders.
- Keep track on post-move and post-occupancy surveys.
- Maintain a customer interface that allows stakeholders to validate vacancies, floorplans, and assignments.
- Coordinate with the Head, Logistics Service planning and execution of minor construction works, internal moves, furniture installations, and office relocations.
- Ownership of all occupancy data.
- Provide guidance, in coordination with the Head, Logistics Service, for the execution of moves and change processes.
- Oversee related Trouble Tickets (remedy) promptly and accurately, provide timely responses and manage overall traffic.
- Perform 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; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Good knowledge of FF & E vendors and building management. Very strong and proven analytical reporting and forecasting skills. Good problem-solving skills. Awareness of health and safety. Proficient with use of Microsoft Office Tolls.

Qualifications required

Education:

Advanced university degree in architecture or interior design 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 one or more of the following fields: a) space planning, b) project/move management, and c) facilities planning with at least two at the international level. A Doctorate in related field can be considered as a substitute for two years of

working experience. Experience implementing flexible working strategies. Working knowledge of REVIT software, space management systems (Archibus), and relational database functionality.

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 \$ 60,962 + post adjustment \$ 47,307

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