



The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.

ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.

The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.

VACANCY NOTICE No. P2-2009

Date of issue: 19 January 2009	Applications from women are encouraged
Deadline for application: 19 March 2009	
Functions: Technical Officer – ICT Applications	Posts numbers: TD32/P3/345
Type of appointment: Fixed-Term for two years	Date of entry: As soon as possible
Grade: P.3	Duty station: ITU Headquarters, Geneva, Switzerland

Bureau

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.).

Organizational Unit

Within the Telecommunication Development Bureau (BDT) of the ITU, and in close collaboration with the Regional Offices, the Policies and Strategies Department (POL) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen their institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment. This includes the provision of guidelines and tools for the development of policy and regulatory frameworks, financing policies and strategies, the use of reliable and cost-effective ICT applications, cybersecurity issues, and human capacity building. The Department is also responsible for identifying, producing and disseminating timely statistical and analytical data on the Telecommunication/ICT Sector and the Information Society, as well as supporting the work of ITU-D Study Group 1.

Duties / Responsibilities

Within the Telecommunication Development Bureau, under the direction of the Head, ICT Applications and Cybersecurity Division, Policies and Strategies Department, the incumbent: **1.** Analyzes and keeps abreast of the latest developments and trends in ICT Applications in developing countries, to identify and propose specific activities and related resource requirement to meet specific country needs. **2.** Plans, organizes, and coordinates a range of activities focusing on technical, policy, legal and strategic issues for ICT Applications involving the development of manuals, guidelines, training materials and toolkits, the organization of workshops and meetings, and the dissemination and sharing of information, publications and best practices. **3.** Consults with internal (TSB, BR, SPM/CSD and the Regions) and external partners such as UN, Government and private sector regarding the implementation of specific activities (workshops, meetings) associated with Programme 3 areas of interests. **4.** Provides advice and assistance to Member States in

formulating national and regional e-strategies, related policies as well as the definition, management and implementation of various projects. **5.** Maintains status/activity reports on the implementation of the Operational Plan, and coordinates the work of external experts recruited by the Division. **6.** Serves as focal point for selected questions of the ITU-D Study Groups. **7.** Prepares documents and input for ITU-D Study Groups, for the World Telecommunication Development Conference and participates at international fora, meetings and workshops. **8.** Performs other duties as required such as: preparing various reports, making presentations and/or providing training at various workshops, as well as drafting articles for publication.

Qualifications required

1. University degree in telecommunication or relevant field (computer science, engineering, etc.). Relevant training in ICT applications such as e-health, e-government, e-environment is required. A qualifying combination of education, university training and experience may be considered in lieu of a university degree in the case where no suitable candidate with a degree is identified.
2. At least five years experience in ICT with at least two years at the international level.
3. 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, however English is essential. 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.)

Competencies

4. Practical knowledge of ICT Applications (e.g.: e-government, e-health and e-environment) and related issues and challenges associated with implementation in developing countries.
5. Excellent analysis and research skills. Excellent written and verbal communication skills to communicate effectively with a range of partners and prepare a variety of reports.
6. Excellent organization skills to organize a variety of activities, plan various events and monitor and coordinate external contractors.
7. Ability to work with people from different regions of the world and from both public and private sectors.
8. Knowledge of development issues in developing countries would be an advantage.

NOTES

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
 - a) 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.
 - b) Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1187 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Appointment is subject to a satisfactory medical report and verification of credentials.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.

If you wish to apply

External applicants should **STATE THEIR NATIONALITY, QUOTE THE VACANCY NOTICE NUMBER**, and address application with completed ITU Personal History Form (PHF) to the Human Resources Administration Division.

The PHF is available on the ITU's Web Site. **Any application submitted without the ITU PHF will not be considered.**

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.



The ITU is a smoke-free environment

External distribution

CONDITIONS OF EMPLOYMENT

The conditions of employment are governed by the Staff Regulations and Staff Rules and can be summarized as follows:

1. Duration of appointment

Fixed-term appointments do not carry any expectancy of renewal or of conversion to any other type of appointment. They may be terminated by the Secretary-General or by the staff member concerned on 30 days' notice, subject to conditions prescribed in the Staff Regulations and Staff Rules.

2. Medical examination

The appointment is subject to a satisfactory medical examination to be carried out under the responsibility of the Medical Adviser of the ITU.

3. Annual salary

Grade P.3 – Step 1

a) Annual salary (annual increments subject to satisfactory services)

- from 53,629.- USD without dependant
- from 57,453.- USD with dependant

Salaries, allowances and benefits (including repatriation grant) are paid in Swiss francs (CHF) at a rate fixed by the Secretary-General; this rate, which is variable, now stands at 1,122 CHF to the dollar.

b) Post Adjustment (non-pensionable)

As of 19 January 2009, 73.2% of the base annual salary indicated above at the relevant rate, grade and step. Post adjustment is subject to modification and the percentage may differ at the time of appointment as also during the course of the contract.

4. Allowances

a) Assignment grant

On arrival in Geneva staff members are paid an assignment grant by the Union. The amount of the grant will be 366 CHF per day for the staff member and 183 CHF per day for each eligible dependant, for a period of 30 days after arrival in Geneva.

Under certain conditions to be determined at the time of appointment, staff members may be entitled to other payments on assignment.

b) Dependency allowance

- | | |
|--|--------------------------|
| - For a dependent spouse | Included in basic salary |
| - For a dependent child
(If the first child is the dependant in respect of whom the staff member is entitled to the dependency rate included in basic salary) | 3,459 CHF per annum |
| - Where there is no dependent spouse, for one of the following:
a dependent parent, a dependent brother or a dependent sister | 1,542 CHF per annum |

Payment of dependency allowances will be based on recognition of dependency as defined in the ITU Staff Regulations and Rules. For the purpose of these Regulations and Rules, a "child" shall be the child of a staff member, under the age of 18 years, or if the child is in full-time attendance at a school or university (or similar educational institution) under the age of 21 years for whom the staff member provides main and continuing support. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived.

However, with a view to avoiding duplication of benefits and in order to achieve equality among staff members, the above dependency allowance for children will be reduced proportionately if the staff member or his/her spouse receives similar benefits from another source.

c) Education grant

An education grant is paid for each eligible child in full-time attendance at a school or university, or similar educational institution. A staff member whose home country is the country of his/her official duty station is not entitled to this grant, except in respect of physically or mentally disabled children.

d) Rental Subsidy

Under certain circumstances a rental subsidy can be granted to staff members newly arrived at the duty station when the rent represents too high a proportion of the total remuneration.

5. Travel and removal

a) Travel

The travel expenses of an internationally recruited staff member and his/her dependants from the place of recruitment to the country of the duty station will be defrayed by the Union. Dependants who may travel at ITU expense are: a spouse and unmarried children under the age of 18 years or under the age of 21 years if they are in full-time attendance at a school or university or of any age if they are totally and permanently disabled.

b) Removal

Appointment carries entitlement to removal of personal effects and household goods. The successful candidate will be informed of the detailed conditions.

6. Home leave

Internationally recruited staff members are granted home leave once every two years. A staff member whose home country is the country of his/her official duty station shall not be eligible for home leave.

7. Pension Fund

The successful candidate will be affiliated to the United Nations Joint Staff Pension Fund; a contribution of 7.9% of his/her pensionable salary will be deducted from his/her salary.

8. Repatriation grant

In virtue of Regulation 9.7 of the Staff Regulations and Rules a repatriation grant shall be payable to staff members whom the Union is obligated to repatriate and who do not remain in the country of the duty station after separation from service. The repatriation grant shall not, however, be paid to a staff member who has been dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the Union.

9. Health insurance

The selected candidate will be affiliated to the Staff Health Insurance Fund. A contribution amounting to 3.3% of base salary plus post adjustment will be deducted from his/her salary. A spouse recognized as a dependent, as defined in para. 4.b) above, will be affiliated to the Health Insurance and a contribution amounting to 30% of the base rate applied to the staff member, i.e. 0.99 per cent of his/her base salary plus post adjustment, will be deducted from the salary of the staff member.

10. Income tax

Salaries and other emoluments paid by the Union are normally exempt of national income tax. Staff Members from countries which do not exempt ITU income from national income tax will receive reimbursement of national income tax paid.

Note: A staff member whose home country is the country of his/her official duty station shall not be eligible for the allowances and entitlements specified in points 4.a), c), d), 5.a), b), 6 and 8.