



*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. P45-2009

<b>Date of issue:</b> 11 December 2009	<b>Applications from women are encouraged</b>
<b>Deadline for applications:</b> 11 February 2010	
<b>Functions:</b> Senior Programme Officer	<b>Post number:</b> TD24R/P4/898
<b>Type of appointment*:</b> Fixed-Term for two years	<b>Date of entry:</b> As soon as possible
<b>Grade:</b> P.4	<b>Duty station:</b> Brasilia, Brazil

### 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, under the supervision of the Deputy to the Director, and in close collaboration with the Policies and Strategies Department, as well as the Projects and Initiatives Department, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

### Duties / Responsibilities

Under the direction of the Head of the ITU Americas Regional Office and in close collaboration with the other ITU officers in the Regional Office, the incumbent is responsible for the promotion of telecommunications development by means of technical cooperation activities in the Region:

- Identifies and analyses the needs of developing countries in the Region for ITU's assistance to improve connectivity and use of telecommunication services; reflects conclusions reached in regional development plans, project proposals and formulations, and in the management coordination of development activities.
- Designs projects and prepares, in collaboration with a specialist if required, projects documents based on these needs and the available means of those countries, the UNDP and other national/regional/international institutions; assesses their feasibility and impact; recommends approval of projects to the Head of the Regional Office.

\* The type and duration of appointment for internal candidates will depend on their contractual status.

- Participates in the mobilization of resources and identification of potential sources of funding for activities related to the telecommunication development in the Region; assists administrations in formulating project requests for submission to funding sources by national planning and coordination authorities; follows up on administrative processes with national administrations, regulators or operators, the UNDP or other funding sources to ensure that action is taken for the approval and implementation of projects.
- Develops and maintains close relations with the various regional bodies, institutions and banks with a view to promote ITU's goals, objectives and priorities and to secure financial and other resources for the development of telecommunications and manages and monitors the implementation of approved projects assigned to him/her undertaking all the necessary actions to ensure efficient completion.
- Participates in the preparation of the draft Operational Plan by grouping and elaborating the requests received and preparing the draft budget for each proposed activity. Coordinates and monitors its implementation in the Region when approved.
- Manages, coordinates, monitors and evaluates all administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Regional Office; guides and orients the contributions of consultants, project personnel, donors, institutions and governments towards the achievement of the programme objectives; analyses progress and prepares reports.
- Advises on and/or implements the decisions/recommendations of World and Regional Development Conferences, in particular the BDT telecommunications programmes pertaining to the Region.
- Advises and collaborates with the Head of the Americas Regional Office and other ITU professionals in the region, in related matter and carry out any other duties that may be assigned by the Head of the Americas Regional Office.

### **Qualifications required**

- Advanced university degree in public/business administration, management, telecommunications or in a field related to the domain of the post with emphasis on international development OR education in a reputed college of advanced education with a diploma of equivalent standard of a university degree in one of the above mentioned fields. A first university degree in one of the above fields in combination with qualifying experience may be accepted in lieu of an advanced university degree in the case where no suitable candidate with an advanced degree is identified.
- At least seven years of project management or administrative experience of telecommunication development and assistance activities in the UN system; at least three years of this experience should be at the international level. Experience of working in, or in association with ITU telecommunication development activities would be an advantage.
- Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of a second language. Spanish is essential. Knowledge of a third 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**

- Proven ability to develop and manage projects.
- Ability to prepare comprehensive reports with respect to key development issues.
- Ability to establish and maintain effective work relationships with people of different national and cultural backgrounds and with all officials of public and private organizations.
- Ability to develop clear goals for planned activities, foresee risks, allow for contingency plans and solve problems.
- Ability to express ideas clearly, concisely and persuasively, both orally and in writing including the ability to defend and explain difficult issues.
- Ability to draft/edit reports, documents, strategies relevant to own work.
- Ability work independently and to participate effectively in a team environment.
- Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently.
- High degree of initiative and availability (time difference with ITU HQ in Geneva and probable missions).
- Ability to use computer applications.

### Conditions of employment

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US \$ 134,209 to US \$ 175,085 (with dependents) or US \$ 124,977 to US \$ 161,951 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following [link](#)

### How to apply

External applicants are requested submit their application with a completed ITU Personal History Form ([PHF](#)), available on the ITU Web Site, to the Human Resources Administration Division. **Any application submitted without the ITU PHF will not be considered.**

### Additional Information

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - 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.
  - 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.
- 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.**

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION



The ITU is a smoke-free environment