



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. P7-2009 ITU

Date of issue: 6 February 2009	Applications from women are encouraged
Deadline for application: 6 April 2009	
Functions: Advisor for Human Resources Management and Development	Post number: TD24R/P4/778
Type of appointment: Fixed-Term for two years	Date of entry: As soon as possible
Grade: P.4	Duty station: 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, the Deputy to the Director is responsible for the development of operational policy and strategy of telecommunication, assistance in the planning, organization and coordination of technical cooperation programmes and project activities including human resources and network management and the coordination of field activities as a follow-up of Regional and World Telecommunication Development Conferences; these activities are carried out both at Headquarters and at the Regional or Area offices. In addition, the Deputy to the Director coordinates the planning, budget and administration processes, support to all major meetings organized by the BDT, as well as the ITU-D Study Groups.

Duties / Responsibilities

Under the direction of the ITU Regional Representative/Head of the Regional Office for the Americas and in close consultation with the Head of the Human Capacity Building Division (HCB) of the Policies and Strategies Department at Headquarters, the incumbent will: **1.** Assist telecommunication/ICT Administrations/organizations in the areas of Human Capacity Building (HCB), Organizational and Managerial Development (OMD), with emphasis on Change Management, Human Resources Re-engineering and Regulatory Capacity Building in order to help them play a leading role in the new changing telecommunication/ICT environment such as liberalization of the telecommunication market and reform of the sector. **2.** Promote the use of advanced HCB methods and systems in the telecommunication/ICT

Administrations/Organizations in the Member States of Americas Region by applying the most relevant practices recommended by the ITU. In particular, promote the use of competence repositories, knowledge management systems and information technologies combined with telecommunication facilities in such applications as e-learning, e-working and others. **3.** Promote and may be asked to coordinate the development and application of advanced training methods, taking due account of the level of resources available in each participating training centre. In particular, promote the distance/e-learning approach and the cooperative activity between training centres of the Region in the application of advanced training methods. **4.** Foster cooperation between telecommunication/ICT Organizations, telecommunication/ICT training centres, universities and other educational institutions, regional associations, etc., such as in the development of capacity building scenario, management of HR, exchange of instructors, identification of benchmarks, etc. In particular, he/she will: **a)** assist in the definition and implementation of relevant HR policies and in gathering, compiling and analyzing regional benchmarks required for HRM/HRD purposes; **b)** carry out the preparation, implementation and follow-up of regional initiatives and surveys of training priorities; **c)** in collaboration with other ITU staff, prepare, organize and implement national, sub-regional and regional workshops, training courses and distance learning sessions using the ITU e-learning platform, and carry out eventual follow-up missions. When appropriate, prepare and deliver presentations in activities such as workshops and trainings; **d)** prepare, organize and implement on-line courses and/or electronic fora. Act as Coordinator of the e-learning activity and as tutor at distance; **e)** analyze data characterizing the cost-effectiveness of capacity building scenario (including distance or traditional deliveries), the type and nature of resources required in relation to the benefits and results sought, and prepare the relevant reports; **f)** identify the Region's HRM/HRD/OMD technical assistance needs and propose project frameworks or project documents as required; **g)** exchange information on HR practices and training materials, in particular utilising web-based facilities and CD-Roms for a wide dissemination of the materials generated by the regional HR meetings, workshops and projects. **5.** Coordinate projects or initiatives aiming at the development of human resources including the Americas Centres of Excellence and any other activities relating to HRD. **6.** Perform any other tasks that may be assigned by the ITU such as: Gather statistics and prepare summary reports on HCB activities in the region

Qualifications required

1. Advanced university degree in telecommunications, human resources management, management, economics or in a field related to the professional assignments of the post 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 above 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.
2. Over seven years' experience in HRM/HRD, preferably acquired in a telecommunication/ICT Administration/Organization or recognized private agency. This experience will include at least four years in an international environment.
3. 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, however Spanish 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. Experience and knowledge of training top-level managers in modern management techniques, as well as good knowledge of the changes going on in the telecommunication/ICT environment such as separation of regulatory and operational functions, policies and strategies for development of the sector, transformation of operators to be competitive in the open markets, etc.
5. Experience and knowledge of the conditions in the countries of the Americas as well as a good understanding of the problems and aspirations of the countries involved, would be an advantage.
6. Ability to draft precise and analytical reports, project proposals, etc.

7. Ability to use computers and other information technologies, with standard commercial software. Experience and knowledge of e-learning practices and on-line collaboration techniques, at least through Internet/Intranet are required.
8. Advanced communications technologies is required.

NOTES

- In accordance with Resolution 48 (Rev.) adopted by the Plenipotentiary Conference (Marrakesh, 2002):
 - 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, verification of credentials.

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 the completed ITU Personal History Form (PHF) to 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.



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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 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.4 – Step 1

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

- from US \$ 64,521.- without dependant
- from US \$ 69,287.- with dependant

b) Post Adjustment (non-pensionable)

As of 6 February 2009, 69,9% of the base annual salary indicated above. 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

Thirty days daily subsistence allowance, payable in local currency, at the UN rate pertaining at the duty station at the time of the staff member's arrival equivalent to US\$ 228 and 30 days at half the DSA rate for each eligible dependant at the rate pertaining at the time of their arrival at the duty station.

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

b) Hardship/mobility/non-removal allowance

As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, non-pensionable allowances for mobility, hardship and non-removal may be payable to a staff member in the Professional category or higher, subject to the conditions set out in Staff Regulations.

c) Dependency allowance

-For a dependent spouse, or a first dependent child if there is no dependent spouse Included in basic salary

-For a dependent child (first child if there is a dependent spouse, second child if there is no dependent spouse) 1,780.- US \$ per annum

-Where there is no dependent spouse, for one of the following: a dependent parent, a dependent brother or a dependent sister 637 US \$ per annum

Payment of dependency allowances will be based on recognition of dependency as defined in the Staff Regulations and Staff Rules. For the purpose of these Staff Regulations and Staff 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 receives similar benefits from another source.

d) 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.

e) 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 remuneration 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), b), d), e), 5.a), b), 6 and 8.