



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. P2-2010

Date of issue: 18 January 2010 Deadline for applications: 18 March 2010	Applications from women are encouraged
Functions: Training and Development Officer	Post number: TD33/P3/351
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

Under the direction of the Head, Human Capacity Building Division of the Policies and Strategies Department, BDT, the incumbent is responsible for performing the following duties:

- In collaboration with ITU staff, subject matter experts and multimedia artists, prepares, organizes, delivers and/or implements regional and sub-regional workshops, training courses and/or e-learning activities and produces sets of high quality core training resources and materials on key telecommunications/ICT topics.
- Provides coordinated training delivery operations and services for the ITU Learning Management System (LMS) portal including the organization and management of core training resources and promotes their use by ITU Centers of Excellence (CoE) Nodes, Internet Training Centres and by other ITU training and development partners facilitating

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

their sharing and reuse including use of social networking and collaboration tools (e.g. wikis, forums, blogs, e-mail reflectors, etc.).

- In collaboration with partners, establishes and provides training support to new and existing ITU Internet Training Centres (ITCs) in order to provide streams of Internet and ICT training programmes to end-users and advanced users in the Least Developed and Developing Countries.
- In coordination with the Regional Offices, provides necessary support in the implementation and smooth operation of CoE networks, identifying and mobilizing resources required for the delivery of the CoE programs (e.g. subject matters experts, content providers, potential CoE networks or partners, etc.) and in the updating of the strategic, operational and financial plans for existing and/or future CoE projects.
- Establishes, deploys and ensures the evolution of the ITU e-learning platform in the different regions including the introduction of Free and Open-Source Solutions. Proposes, develops and implements other projects or initiatives related to learning and development activities of the Division such as promoting to BDT project managers and programme focal points the integration of e-learning solutions.
- Writes information and articles on e-learning development for HCB publications disseminated through the ITU website or other electronic media and/or printed material.
- Prepares progress reports and statistics on the above and performs other duties as required.
- Performs other duties as required.

Qualifications required

- University degree in education, HR management, economics, telecommunications 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 above-mentioned fields. 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.
- At least five years of experience in human capacity building and/or learning and development activities, preferably acquired in a telecommunication/ICT administration/organization or recognised private agency. This experience includes at least two years in an international environment.
- 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. 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

- Experience in the implementation of projects in the telecommunication/ICT sector in one of the following areas: corporate training, change management, human resource reengineering and knowledge management; or, alternatively, experience in regulatory training in the telecommunication/ICT sector. Experience in project management is also desirable.
- Experience and knowledge of the conditions prevailing in the developing world and of technical cooperation activities.
- Experience and knowledge of Learning Management Systems, e-learning practices and on-line collaboration techniques using advanced communication technologies.
- Ability to establish priorities and to plan, coordinate the work of others.
- Ability to communicate complex concepts orally and to prepare written material in a clear, concise and meaningful manner.
- Ability to draft, script and finalize training materials and resources for ITU training interventions, draft precise and analytical reports, project proposals, etc.

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 \$ 105,196 to US \$ 140,963 (with dependents) or US \$ 98,195 to US \$ 131,050 (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