



*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. P7-2010

<b>Date of issue:</b> 8 February 2010 <b>Deadline for applications:</b> 8 April 2010	<b>Applications from women are encouraged</b>
<b>Functions:</b> Associate Administrative Officer	<b>Post number:</b> TD24R/P2/418
<b>Type of appointment*:</b> Fixed-Term for two years	<b>Date of entry:</b> As soon as possible
<b>Grade:</b> P.2	<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 supervision of the Head of the Americas Regional Office of the Telecommunication Development Bureau, the incumbent administers elements of technical cooperation projects and participates in the implementation of the Region's programmes and activities. To this end, the incumbent:

- In liaison with telecom authorities of the Americas Region, gathers information on development levels and needs; selects and organizes background information to describe the overall context, identifies similar scenarios among the countries and proposes regional/subregional projects to fulfill their needs.
- Drafts sections of project documents such as background and justification, follows-up with experts, participates in the administrative activities related to the implementation of the projects (e.g. international bid processes, monitoring of contracts, etc.) including informing experts, consultants and other project participants about ITU's procedures for

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

monitoring and reporting in terms of the objectives of the projects. Monitors progress, identifies problems, proposes solutions and drafts reports.

- Advises on the planning of and coordinates the organization of ITU events held in the Americas Region implementing those that may be assigned to him/her: Liaises with ITU Headquarters and national authorities on issues related to host agreements and agendas, coordinates participation of contributors, on-site arrangements and production of related documentation.
- Prepares assessment reports on the management and implementation of the Region's Operational Plan, co-implements actions with professionals concerned, assists in the identification of suitable consultants to perform studies, coordinates details with beneficiary countries and ensures that all required procedures are followed before payment approvals.
- In order to enhance ITU's relationship with the Private Sector in the Americas Region, promotes ITU activities with a view to soliciting new members, monitors membership status and produces related reports. Participates in selected activities with UN Agencies (Dialog UN-University), UNDP (UN Day) and with government institutions.
- In coordination with the professional staff in the Americas Region, identifies interesting topics, drafts articles and publishes on the ITU Americas website. When required, drafts speeches and presentation at regional level.
- Supports the management of the Centre of Excellence for the Americas Region and the implementation of its activities, by preparing assessment reports, co-implementing actions with nodes concerned, assisting in the identification of telecom hot topics for the organization of courses and workshops, coordinate implementation details with beneficiary/host countries and ensure that all required procedures are followed.
- Performs other duties as required.

### **Qualifications required**

- University degree in business administration, economics, international relations or in 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 two years of experience in telecom/ICT developments related activities, preferably at the international level. Experience within the telecommunication sector in the Americas Region and good knowledge of the regulatory scenario in the Region 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**

- 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 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, presentations, etc.
- 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 \$ 90,802 to US \$ 116,974 (with dependents) or US \$ 85,168 to US \$ 109,089 (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**