



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. P8-2010

Date of issue: 9 February 2010 Deadline for applications: 9 April 2010	Applications from women are encouraged
Functions: Senior ICT Analyst/Economist	Post number: TD34/P4/240
Type of appointment*: Fixed-Term for two years	Date of entry: 1 July 2010
Grade: P.4	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 supervision of the Head, Market Information and Statistics Division of the Policies and Strategies Department, BDT, the incumbent carries out the following tasks:

- Initiates, coordinates and ensures the implementation of research and analysis on ICT and telecommunication trends and developments based on quantitative data, in particular those collected by the Division. Develops and applies appropriate quantitative methods for analyzing and interpreting statistical data; drafts high-quality substantive inputs and makes policy recommendations on ICT for economic and social development. Supervises and provides guidance to junior professional and general services staff involved in the research and analysis work of the Division.

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

- Initiates, designs and prepares ITU flagship publications, including: Measuring the Information Society/ICT Development Index, the regional statistical reports and the World Telecommunication/ICT Development Report. Provides guidance and advice in the overall planning of the Division's research publications.
- Develops innovative approaches to ICT research and analysis and identifies relevant themes for analysing the development of information societies and the ICT sector in developing countries; identifies external experts and supervises, coordinates and reviews consultants' work and ensures the effective and timely preparation of research reports.
- Promotes ITU's work in the area of ICT measurement, research and analysis through the Division's website, ITU News, press releases and other formats. Cooperates with relevant international, regional and national organizations, as well as ITU Sectors and related Study Groups; drafts inputs to speeches for ITU senior management in the area of ICT trends and developments.
- Develops, designs and oversees the Division's web site aimed to support and promote STAT activities; identifies innovative approaches and makes recommendations on ways to improve the dissemination of relevant data and information.
- Plans and ensures the effective collection of ICT and telecommunication statistics; supervises and coordinates the work of, and provides guidance to, general service and junior professional staff in collecting and harmonizing ICT statistics. Initiates and maintains liaison with data providers, including ITU members, private companies, and international and regional agencies.
- Plans, coordinates and implements ICT-related meetings and seminars, identifies new and forward-looking topics and liaises with speakers and experts. Represents ITU at international and regional meetings and seminars and delivers presentations related to ICT developments and trends. Serves as ITU's focal point for the UN Millennium Development Goals (MDG) Expert Group and provides advice on the work on monitoring the MDGs in the area of ICTs.
- Provides input to BDT Operational Plan and other documents and assists and provides strategic advice to the Head of STAT in related matters; carries out any other duties that might be assigned by the Head of the Division.

Qualifications required

- Advanced university degree in economics, economic development, statistics, international studies, or other related disciplines 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-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 progressively responsible professional work experience, including at least three years at the international level, in the area of ICT policy and analysis. Knowledge and experience in the use of quantitative methods for analysis is essential.
- 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

- Excellent drafting skills with proven experience in the drafting and publication of research papers and reports based on quantitative analysis.
- Knowledge in researching regional and international ICT developments and drafting of related analytical reports. Good analytical problem solving skills, including a demonstrated ability to understand and analyze ICT developments.
- Strong quantitative skills in the area of ICT statistics. Experience in working with large databases and in carrying out quantitative or econometric analysis.
- Experience in organizing conferences and meetings and representing the organization at high level statistical meetings.
- Excellent communication skills, both oral and written, including evidence of publication, and good presentation skills.
- Effective interpersonal skills and an ability to function efficiently in a team and in a multi-cultural environment. Ability to establish and maintain good working relations with officials at all levels.

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 \$ 128,365 to US \$ 167,462 (with dependents) or US \$ 119,535 to US \$ 154,899 (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 Policies 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