



Geneva, 26 January 2010

TEMPORARY VACANCY NOTICE N^o. 668

Organ Telecommunication Development Bureau	Unit Projects and Initiatives Department (PRI)
Job Title Programme Officer	Date of entry 1 March 2010
Grade P.2	Deadline for applications 16 February 2010
Duration of Appointment Until 31 May 2010	

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 ITU Regional Offices, the Projects and Initiatives Department (PRI) is responsible for assisting ITU Member States and ITU-D Sector Members with the utilization of appropriate technologies to build or extend their telecommunication infrastructure and adapt to the rapidly changing telecommunication/ICT environment. This includes the provision of guidelines and tools for the development of telecommunication networks, broadcasting and spectrum management, as well as emergency communications and disaster relief. The Department is also responsible for the provision of administrative and technical support in the formulation of project proposals and implementation of projects. In addition, PRI implements BDT's special global initiatives relating to Gender, Youth and Children, Indigenous and Disabled peoples, and communities living in underserved areas.

DUTIES

Under the direction and supervision of the Head, Least Developed Countries, Small Island Developing States, Emergency (LSE) Division in the Projects and Initiatives (PRI) Department of the BDT, the incumbent is responsible for ensuring the proper administration of ITU telecommunications/ICT projects and related activities in the least developed countries (LDCs) and Small Island developing states (SIDS). The incumbent will perform the following duties:

- Prepare and deploy telecommunication equipment (e.g. satellite terminals, phones, etc); recall and inspect telecommunications equipment at the end of each deployment; maintain up-to-date records through inventories and databases for emergency telecommunications equipment;
- Develop technical specifications of information technology and telecommunication solutions/projects to meet identified needs;
- Perform research and analysis of technological trends in the domain of emergency telecommunications and make proposals for improvement;
- Elaborate parts of project documents on Emergency Telecommunications and prepare progress reports in collaboration with country local coordinators and relevant BDT staff;
- Provide support for the maintenance and dissemination of technical information on LSE activities via the Web; prepare power-point presentations;
- Perform other related tasks assigned to him/her within the mandate of the LSE Division .

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QUALIFICATIONS REQUIRED

- University degree in telecommunication engineering, information technology, computer science 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.
- least two years of experience in the field of telecommunications/ ICTs part of which must have a special focus on deploying emergency telecommunications equipment for disaster preparedness and response.
- 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

- Knowledge of and ability to use ICT applications and technologies.
- Knowledge of conditions and understanding of the problems and aspirations of the developing countries particularly the least developed countries and small islands developing states
- Good interpersonal skills and ability to maintain working relationships across organizational boundaries and in a multi-cultural environment, with sensitivity and respect for diversity
- Good communication (spoken and written) skills, including ability to draft/edit a variety of reports and ability to articulate ideas in a clear and concise style.

Important:

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.

Permanent and temporary staff as well as candidates who have already worked at ITU are requested to update their internal Curriculum Vitae or their Personal History Form before the closing date.

Applications for temporary posts should be sent through the usual channels to the Director of the Bureau or the Chief of the Department concerned who forward them to the Administration and Finance Department in cases where secondment is feasible.

According to the Staff Regulations and Staff Rules of the Union, in general, staff in the general service category (grades G.1 to G.7) shall be recruited from among persons resident in Switzerland, or in the French territory within a radius of 25 kms from Geneva.

Remark:

Primarily for Union staff members holders of either a permanent, fixed-term or short-term appointment. If the detachment of an official of the Union is impossible, applications from roster candidates will be submitted to the Department concerned. Forms and Vacancy Notices may be obtained from our website.

Advertised posts are open equally to women and men.



The ITU is a smoke-free environment