



General Secretariat (GS)

Geneva, 12 June 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 27

Subject: **Vacancy Notice No. 29P-2017/BDT-IP/EXTERNAL/P4**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 13/08/17 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 under-represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 29P-2017/BDT-IP/EXTERNAL/P4**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 29P-2017/BDT-IP/EXTERNAL/P4

Date of Issue: 12 June 2017

Currently accepting applications

Applications from women are encouraged

Functions: Study Group Advisor

Post Number: TD53/P4/414

Deadline for Applications (23.59 Geneva CH) : 13 August 2017

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

Organ:

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.).

Organization Unit:

Within the Telecommunication Development Bureau (BDT) of the ITU and in close collaboration with the Deputy to the Director and the Departments in the BDT, the other Bureaux, the general secretariat and the ITU Regional Offices, the Innovation and Partnership Department (IP) is responsible for the strategic planning and thinking that will properly position the BDT to accomplish the organizational goals and objectives and to achieve the corporate vision; partnership building and resource mobilization, including the management of the ICT-DF and other funds in trust to support the implementation of regional initiatives through bankable projects; and content coordination and strengthening of the synergy between the ITU-D Study Groups, the programmes and the special initiatives.

Duties / Responsibilities

Under the supervision of the Chief, Innovation and Partnership Department (IP), the incumbent plans and implements the activities a view to the ITU-D objectives and activities, especially ITU-D Study Groups. To this end, the incumbent performs the following duties:

- Coordinate overall functioning of ITU-D Study Groups to ensure effective use of resources and efforts.
- Act as expert and secretary to one or more ITU-D Study Group(s) and related groups.
- Establish and maintain good relations with all categories of participants/delegates and partners in the work of the Study Groups to ensure the smooth flow of information between Member States, representatives of ITU-D Sector Members and Associates and ITU. Explore and manage innovative working methods (e.g. remote participation) to improve the service delivered to the membership.
- Contribute to the strategic planning of the BDT in collaboration with others in IP, as appropriate. Continuously and consistently explore ways in which the Study Group's products, activities and related processes can be improved, and develop new methodologies and tools to meet the needs of the membership.
- Take responsibility for the preparation and implementation of the BDT Operational Plan as far as Study Groups are concerned (identification and formulation of actions, key results, key performance indicators and assessments) on the basis of which budget allocations are made. Manage the budget of Study Group(s).
- Assist the Chairmen and Rapporteurs of Study Group(s) in preparing and conducting their meetings, and in managing the work of the Study Group(s). Assist the Secretary to the Study Group plenary meetings as well as committees and working groups of ITU-D conferences and other events as required.
- Review and study all contributions and documents received and consult with submitting ITU members as required; decide on their treatment referring to their authors and ensuring that they have been fully coordinated within the BDT as required; and ensure their approval, release and distribution to Study Group chairmen, rapporteurs and others concerned. Manage the process through which Study Group's documents are approved for publication.
- Draft documents (reports, liaison statements, questions, recommendations, etc.) for consideration by the Chairmen of ITU-D Study Group(s). In close collaboration with BDT focal points, ensure the technical accuracy and comprehensiveness of these documents. Prepare reports to TDAG and WTDC on the Study Group's activities and any other matters that fall within the responsibility of the Study Group(s).
- Manage the outputs and follow-up of meetings on behalf of the Study Group Chairmen; call upon relevant BDT focal points to provide expert opinions within the terms of reference of the ITU-D Study Group(s) and ensure liaison with other Study Groups in the two other Sectors on subjects of mutual interest.
- Liaise with other ITU-D activities as well as ITU-T and ITU-R Study Groups and related groups on subjects of mutual interest. Identify opportunities and establish frameworks for collaboration, interaction and partnerships.
- Develop and implement strategies and actions to promote partnership and mobilize resources for the successful implementation of ITU-D Study Group(s) in close cooperation and coordination with others in IP, other Departments in BDT, other Bureaux, and General Secretariat and ITU regional/area offices.

- Contribute to the preparation of documents to the ITU-D TDAG, WTDC, Council, Plenipotentiary Conferences and other meetings relating to ITU-D Study Group(s).
- Performs any other duties assigned by supervisor.

Competencies:

- Ability to share and apply knowledge and experience and to empower others.
- Proven ability to organize meetings, write reports, carry out research and data collection, maintain protocol and information flow.
- Ability to drive change and innovation in relation to process re-engineering and implementation of new systems.
- Demonstrated skills in the fields of website development, remote participation results-based management, project management.
- Ability to work independently, take initiatives and exercise sound judgement.
- Ability to deliver results and have a systematic efficient approach to work.
- Ability to work under pressure.
- Proven interpersonal, networking, writing, communication and advocacy skills.
- Excellent problem solving skills including a demonstrated ability to understand and analyse complex situations.
- Tact, diplomacy and ability to work effectively with officials at all levels and of different national, cultural and disciplinary background.
- Computer literacy.

Qualifications required

Education:

Advanced university degree in telecommunication/ICT, business administration, computer science, or related fields, 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. For internal candidates a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in telecommunication/ICT policy issues including at least three at international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. 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: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 70,647 + post adjustment \$ 49,806

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment