



General Secretariat (GS)

Geneva, 11 May 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 25

Subject: **Vacancy Notice No 14P-2018/BDT-PKM/EXTERNAL/P3**

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 women candidates to apply for the above position not later than 11/07/18 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. 14P-2018/BDT-PKM/EXTERNAL/P3**



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° 14P-2018/BDT-PKM/EXTERNAL/P3

Date of Issue: 11 May 2018
Currently accepting applications

Applications from women are encouraged

Functions: Statistics Officer

Post Number: TD42/P3/1085

Deadline for Applications (23.59 Geneva CH) :
11 July 2018

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

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 ITU Regional Offices, the Projects and Knowledge Management Department (PKM) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen the institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment through capacity building. The Department also provides administrative and technical support in the formulation of project proposals and implementation of projects, project monitoring and evaluation including the management of the ICT Development Fund (ICT-DF) to support the implementation of projects. The Department produces and disseminates timely statistical and analytical data on the Telecommunication/ICT

Sector and the Information Society. The Department is also responsible for providing concentrated assistance to least developed countries, Small Island developing states and landlocked developed countries. In addition, PKM implements activities and projects in the domain of emergency telecommunications, e-waste management, and climate change. The Department is also responsible for making contribution to and following-up the work of ITU-D Study Groups for issues related to the responsibilities of the Department.

Duties / Responsibilities

Under the supervision of the Head, ICT Data and Statistics Division of the Project Support and Knowledge Management Department, BDT, the incumbent carries out the following tasks:

- Collects, verifies, processes and disseminates telecommunication/ICT statistics for approximately 200 countries and territories through applying a variety of techniques, including: surveys and questionnaires, data quality control, estimation and imputation, predictive modelling and forecasting, development/maintenance of up-to-date databases and software for the dissemination of ICT statistics.
- Analyses the data applying a number of statistical techniques, and presents results in a concise and clear manner to enable analysts, policymakers and other data users to monitor ICT developments and countries' progress in moving towards information societies. Drafts substantive inputs to the Division's research publications, in particular the Measuring the Information Society Report, featuring recent trends and analysis of information society developments. Provides substantive inputs to the statistical publications of the Division, including the World Telecommunication/ICT Indicators (WTI) database and the ITU Yearbook of Statistics.
- Participates in the Division's technical cooperation activities by organizing and delivering training workshops and advisory missions, and preparing methodological documents and tools; processes internal and external requests for statistics and answers queries related to methodologies and concepts applied to the data.
- Contributes to the preparation and organization of ICT-related meetings and seminars, including the World Telecommunication/ICT Indicators Symposium (WTIS) and its statistical expert groups; identifies relevant topics and speakers; coordinates meeting documents and presentations.
- Collaborates with international and regional organizations in the area of ICT statistic, including the Partnership on Measuring ICT for Development. Represents ITU at international and regional meetings and seminars and prepares and makes presentations related to ICT statistics and measurements.
- Performs other tasks as requested by the Head of the Division.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent knowledge of statistical survey methods and data analysis using uni and multivariate tools as well as predictive modelling and forecasting

techniques. Ability to manipulate large statistical databases by using applications such as MS Access and statistical software packages such as R, SPSS and/or SAS. Strong familiarity with international standards on ICT statistics.

Qualifications required

Education:

Advanced university degree in statistics, economics or mathematics or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in producing and analyzing statistics, including predictive modelling and forecasting techniques, with a demonstrated understanding of ICT data and trends, in particular in developing countries, including at least two years at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Demonstrated experience in research and analysis of regional and international ICT developments and preparation of related analytical reports. Proven experience in performing statistical analysis of telecommunication/ICT statistics taking into consideration the different areas of technology development. Excellent drafting skills and evidence of publication.

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 \$ 59,151 + post adjustment \$ 44,363

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