



General Secretariat (GS)

Geneva, 27 July 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 18/37

Subject: **Vacancy Notice No. 28P-2018/BDT-FIELD/EXTERNAL/P3**

Dear Sir,

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

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 27/09/18 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. 28P-2018/BDT-FIELD/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° 28P-2018/BDT-FIELD/EXTERNAL/P3

Date of Issue: 27 July 2018

Currently accepting applications

Applications from women are encouraged

Functions: Programme Officer

Post Number: TD13R/P3/581

Deadline for Applications (23.59 Geneva CH) :
27 September 2018

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Addis Ababa, Ethiopia

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 ITU, in close collaboration with the Deputy to the Director, and with Departments within the BDT, 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 overall authority of the Regional Director and in collaboration with the Head of the Area Office, where applicable, the incumbent will perform the following duties:

- Develops programmes and projects on ICT Applications of interest for the region in coordination with ITU Regional and Area Offices.
- Provides technical advice and assistance to Member States in formulating national and regional e-strategies, ICT Applications and related topics as well as the definition, management and implementation of various programs and projects.
- Analyzes and keeps abreast of the latest developments and trends in ICT Applications and digital technologies such as Artificial Intelligence (AI), Internet of Things (IoTs), Big Data, electronic and mobile health (e-health, m-health), and others, as well as best practices in order to improve the contribution of the ITU to joint projects and programmes.
- Monitors advancements in the field of work and provides advice to peers, management and colleagues; monitors and implements programmes and projects.
- Provides programme and project support: defines and revises project requirements and specifications, suggests joint activities. Identifies, proposes and develops cooperation opportunities. Serves as a specialist for certain cooperation regular and extrabudgetary programmes and projects. Prepares, and drafts, as necessary, inputs for budget for programmes and projects.
- Follows-up programme and project budget implementation and financial situations, reporting status and raising potential issues with managers. Identifies prospective donors and actively participates in meetings.
- Monitors, organizes and conducts programme, project and product evaluations. Edits and compiles relevant documentation to enable programme and project work. Analyses and applies background history and documentation of projects, identifying and proposing strategies and decisions, and adding technical value to programmes and projects.
- Serves as focal point for selected questions of the ITU Study Groups in general and ITU-D Study Groups in particular.
- Liaises with and provides technical support to regional, national and international organizations, including other agencies within the United Nations system. Recommends prospective partners in selecting and proposing extensive collaborative activities.
- Attends meetings and participates in technical groups as the representative of a specific programme area to exchange information, discuss best practices and remain informed of subject matter developments, as delegated by the Regional Director/Head of Area Office.
- Provides inputs and recommendations to the planning and organizing of work, resolving implementation problems and responding to internal technical and administrative demands.
- Performs other duties as assigned.

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, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of programme and project management, reporting and evaluating methodologies. Familiarity with digital technology uses and developments.

Qualifications required

Education:

Advanced university degree in economics, management or telecommunications/ICTs engineering 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 the field of the post, including at least two at the international level. A doctorate in a related field can be considered as a substitute for two years of working experience. Comprehensive background and understanding of subjects related to Cyber-security, IP-based networks and ICT applications/services acquired in a telecommunication administration, international organization/institution or private agency and knowledge of conditions in the Africa region in general. Comprehensive experience and background in subjects related to telecommunications/ICT networks and apps economics. Good understanding of Cloud Computing, Social Networking and Web-mastering, as well as knowledge of the problems and aspirations of the countries involved would be an added advantage. Excellent research skills and very good knowledge of global trends in the area of work.

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 \$ 58,583 + post adjustment \$ 24,019

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