



## General Secretariat (GS)

Geneva, 2 October 2018

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 43**

Subject: **Vacancy Notice No. 39P-2018/BDT-DDR/EXTERNAL/P2**

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 03/12/18 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. 39P-2018/BDT-DDR/EXTERNAL/P2**



*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° 39P-2018/BDT-DDR/EXTERNAL/P2

Date of Issue: 2 October 2018

Currently accepting applications

*Applications from women are encouraged*

Functions: Programme and Reporting  
Administrator

Post Number: TD21/P2/420

Deadline for Applications (23.59 Geneva CH) :  
3 December 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: P2

### 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, the Deputy to the Director and Chief of the Administration and Operations Coordination Department (DDR) is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, strategic, financial and operational planning process. The Department is responsible for leading the operational planning, assessment and reporting process within the framework of the Action Plan as adopted by the World Telecommunication Development Conference in coordination with the Heads of the other Departments in the Bureau and Regional Directors. The Department is responsible for management of the Administration Division (ADM), the Support Division (SUP) and the IT Support Service. The Department is also responsible for coordinating conferences and events preparation and for monitoring the implementation of decisions emanating from ITU and BDT governing bodies including Council,

Conferences and Assemblies of the other Sectors for matters of relevance to BDT as well as from the Telecommunication Development Advisory Group. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

### Duties / Responsibilities

Under the regular supervision of Head, Financial & Budget Administration Division, the incumbent performs the following tasks:

- Prepares documents for ITU official meetings, ensuring quality and timely submissions.
- Supports departments and field offices in developing effective key performance indicators (KPI), reporting against KPIs as well as the optimal application of other results based management (RBM) principles. Organizes information and guidance sessions to standardize reporting inputs, KPIs and to enhance the capability of focal points.
- Analyzes staff and non-staff expenditure variances for improved forecasting and analysis to ensure better Operational Plan (OP) implementation. Analyzes and prepares explanations of variances between the approved budget and actual expenditure for inclusion in the Financial Management Report. Reviews and implements requests for transfers of resources in OP in line with the Director's issued guidelines.
- Analyzes and develops improvements to existing Sector administrative and financial processes and procedures. Develops requirements for improved financial and operational information reporting.
- Prepares budgets and financial information for project proposals. Provides inputs to and reviews administrative and financial components of project proposals, ensuring adhered to ITU Financial Regulations and Rules and other relevant rules and guidelines.
- Prepares biennial staff and non-staff budget proposals guiding departments and field offices. Analyses budget requirements; researches and prepares information for internal and external auditors.
- Advises BDT colleagues on the application of ITU Financial Regulations and Rules, procurement rules, Service Orders and other instructions. Reconciles the financial information in OP and SAP systems and takes corrective actions. Establishes a Grant Management Process for internal use.
- Performs other duties as required.

### 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 computer payment applications to verify and analyze invoices. Familiarity with web-based programmes, budgeting information systems and OPS database server systems.

### Qualifications required

#### Education:

University degree in public/business administration, management, economics, political science, telecommunications or a related field OR education from a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:

At least three years of progressively responsible experience in the field of the post. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Demonstrated knowledge of the principles and concepts of corporate performance management and related domains. Proven ability to structure and draft numerical and narrative reports and documents. Experience in applying RBM principles. Very good knowledge of Microsoft Office software, especially Excel and Word, and knowledge of ERP systems.

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 \$ 46,472 + post adjustment \$ 34,668

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

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

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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