



General Secretariat (GS)

Geneva, 22 November 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 53

Subject: **Vacancy Notice No. 47D-2018/SG-SPM/EXTERNAL/D2**

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 22/01/19 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. 47D-2018/SG-SPM/EXTERNAL/D2**



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° 47D-2018/SG-SPM/EXTERNAL/D2

Date of Issue: 22 November 2018

Currently accepting applications

Applications from women are encouraged

Functions: Chief, Strategic Planning and Membership Department

Post Number: PM01/D2/200

Deadline for Applications (23.59 Geneva CH) :
22 January 2019

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: D2

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Organization Unit:

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat

in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

Duties / Responsibilities

Under the direction of the Secretary-General, the incumbent performs the following duties:

- Analyzes on a continuous basis developments and trends in the telecommunications/ICT environment in the context of the global information economy and society, and assesses their challenges and implications for the ITU; oversees the development of forward-looking strategic options, proposals and plans relating to the purposes of the Union in a changing environment; initiates and coordinates the development of the draft strategic plan of the Union; directs the preparation of reports and publications entrusted by the ITU's competent authorities.
- In cooperation with the Bureaux, plans and directs and reviews cross-sector activities of the Union such as the World Telecommunication Policy Forum, the World Telecom and Information Society Day celebrations and related events; directs the development of plans for implementing the results of WSIS; advises senior managers on management issues and opportunities.
- Oversees the development and management of the ITU's sound relations with Member States and Sector Members, with the UN and its specialized agencies and other international organizations, with regional and sub-regional telecommunications organizations, satellite organizations, with non-governmental international organizations and academic institutions.
- Oversees and directs the ITU's corporate communication programme, promoting its leadership role in the international community; provides expert advice to the Secretary General and senior managers on all questions relating to communication strategies, image and opportunities.
- Oversees and organizes Secretariat services to the Council, Plenipotentiary and other conferences of the Union.
- Upon the request of the Secretary-General, represents the ITU at national, regional and international level.
- Assists the Secretary-General in dealing with strategic issues of the entire ITU.
- Carries out other duties that may be assigned by the Secretary-General.

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; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Extensive knowledge of ITU activities; Ability to identify key strategic planning issues, opportunities and risks and to formulate and take responsive initiatives; Capacity to guide development of cross-sectoral policies and strategies; Ability to build up and motivate teams and achieve effective teamwork towards a timely delivery of high quality

outputs. High level of negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

Qualifications required

Education:

Advanced university degree in telecommunications, economics, law, political science, public or business administration, 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least twenty years of progressively responsible experience in the field of the post, including at least ten at the international level either in the public or private sector and an excellent knowledge of telecommunications/ICT in the international context. Experience in providing expertise and advice to senior management on a wide range of international telecommunications/ICT issues and policies is also required. High-level management experience is essential. Good knowledge of ITU work would be an advantage. 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 \$ 108,189 + post adjustment \$ 75,732

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