



General Secretariat (GS)

Geneva, 14 February 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 6**

Subject: **Vacancy Notice No. 5PROJ-2019/BDT-FIELD/EXTERNAL/P3 (Cairo)**

Dear Sir,

The project post in the Annex is to be filled in Egypt for a maximum period of 3 years (2 years with possible renewal for 1 year maximum)

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

Administrations are invited 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 13/03/19 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."

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 5PROJ-2019/BDT-FIELD/EXTERNAL/P3 (Cairo)**



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° 5PROJ-2019/BDT-FIELD/EXTERNAL/P3

Date of Issue: 13 February 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Project Officer

Post Number: PROJ-5026

Deadline for Applications (23.59 Geneva CH) :  
13 March 2019

Duration of Contract: 2 years with possibility  
of renewal for 1 additional year

Type of Appointment: Fixed-term  
Appointment

Duty Station: Cairo, Egypt

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 supervision of the ITU Regional Director for Arab States, the incumbent will perform the following duties:

- Work closely with the Project Manager located in Addis Ababa and in liaison with the regional organizations, such as Arab Spectrum Management Group/League of Arab States(ASMG/LAS), as well as the national focal points in preparing a realistic overall implementation plan, including staffing for each phase of the project, project sustainability arrangements and promotion strategies.
- Draft terms of reference for experts and support coordination of activities.
- Liaise with those involved in project implementation as well as the professionals in their Region and HQs.
- Ensure participation of all potential players in the region, monitor adequate participation of target countries and coordinate the mobilization of the required regional resources.
- Participate actively in the review of the modules and the guidelines that would be sent to regional workshops for consideration and organizing these workshops.
- Provide advice and support to experts in the preparation of draft directives that will be sent to a final regional meeting for consideration.
- Prepare progress reports and any other reports as required regarding the Project's activities.
- Draft a report on the assessment of the results of the project activities and evaluation of their impact at the regional level.
- Perform any other related duties that could be assigned to him/her by the PM and/or the regional directors.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation, and; Networking and Building Partnerships.
- **Essential Technical Competencies:** Good knowledge of project cycle management (certification on project management).

## Qualifications required

### Education:

Advanced university degree in business administration, international development, engineering, programme/project management, or any relevant area of study to support knowledge in programme/project management. or a related field 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 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 managing projects/programmes in the context of international development, 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.

### 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 \$ 14,137

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