Geneva, 14 February 2019

E-mail: HRerecruit@itu.int

<u>To the Director-General</u>

<u>Circular letter No. 7</u>

Subject: **Vacancy Notice No. 4PROJ-2019/BDT-FIELD/EXTERNAL/P4 (Addis Ababa)**

Dear Sir,

The <u>project post</u> in the Annex is to be filled in Addis Ababa 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 <u>13/03/19</u> 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. 4PROJ-2019/BDT-FIELD/EXTERNAL/P4 (Addis Ababa)**

INTERNATIONAL TELECOMMUNICATION UNION

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° 4PROJ-2019/BDT-FIELD/EXTERNAL/P4

Date of Issue: 13 February 2019
Currently accepting applications

Applications from women are encouraged

Functions: Project Manager

Post Number: PROJ-5025

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: Addis Ababa, Ethiopia

Grade: P4

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 Regional Director for Africa, the Project Manager will be responsible for the overall supervision and coordination of the implementation and reporting. To this end, the incumbent will perform the following duties:

- Implement and deliver all project outcomes on time, within budget and of high standards and quality.
- Develop detailed project implementation plans for the implementation of all activities, including project sustainability arrangements, and promotion strategies as well as staffing (short term technical experts) for each phase of the project.
- Manage, monitor, supervise and evaluate the work of the Project team.
- Prepare terms of reference for short term consultants and manage and coordinate their activities to ensure project progresses on schedule and within prescribed budget.
- Liaise with other ITU divisions and departments both at HQ and regional levels.
- Ensure participation of all potential stakeholders in the region(s), monitor adequate participation of target countries and coordinate the mobilization of the required regional resources.
- Review and update the guidelines and roadmaps that would be sent to regional workshops for approval and organize these workshops on each subject.
- Organize training workshops and deliver presentations during the training.
- Prepare progress reports and detailed narrative and financial reports as well as any other document deemed necessary by the Implementation Committee, GSC and ICT-DF on the project achievements and deliverables.
- Prepare necessary documents in order to request the instalments from the European Commission (EC) and ensure that all conditions in the cooperation agreement are respected during the implementation process.
- Assess the results of the project activities as well as evaluate their impact at the regional level; propose modifications to the implementation plan, if required.
- Implement the project's communication and visibility plan, recognizing donor contributions and motivation in addition to other project stakeholders.
- Report on programme achievements, document best practices and lessons learnt in the course of implementation.

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; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Good knowledge of project cycle management (certification on project management), Proven project management skills, including budget, activity and data 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:
At least seven years of progressively responsible experience in managing projects/programmes in the context of international development, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Previous experience in managing and/or implementing EU-funded programmes/projects will be an asset.

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 $ 71,332 + post adjustment $ 28,461

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.

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