



General Secretariat (GS)

Geneva, 11 March 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 11

Subject: **Vacancy Notice No. 9P-2019/BDT-PKM/EXTERNAL/P3**

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 12/05/19 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. 9P-2019/BDT-PKM/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° 9P-2019/BDT-PKM/EXTERNAL/P3

Date of Issue: 11 March 2019

Currently accepting applications

Applications from women are encouraged

Functions: Emergency Telecommunications
and Climate Change Coordinator

Post Number: TD43/P3/544

Deadline for Applications (23.59 Geneva CH) :
12 May 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: 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 the ITU and in close collaboration with the Deputy to the Director and the ITU Regional Offices, the Projects and Knowledge Management Department (PKM) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen the institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment through capacity building. The Department also provides administrative and technical support in the formulation of project proposals and implementation of projects, project monitoring and evaluation including the management of the ICT Development Fund (ICT-DF) to support the implementation of projects. The Department produces and disseminates timely statistical and analytical data on the Telecommunication/ICT Sector and the Information Society. The Department is also responsible for providing concentrated assistance to least developed countries, Small Island developing states and landlocked developed

countries. In addition, PKM implements activities and projects in the domain of emergency telecommunications, e-waste management, and climate change. The Department is also responsible for making contribution to and following-up the work of ITU-D Study Groups for issues related to the responsibilities of the Department.

Duties / Responsibilities

Under the direction and supervision of the Head, Climate Change & Emergency Telecommunications in the Projects and Knowledge Management Department (PKM), the incumbent coordinates ITU's work on emergency telecommunications/ICT and BDT works on climate change. In particular, he/she performs the following duties:

- Studies and reviews technological trends in the area of disaster risk reduction (DRR), preparedness and management, emergency telecommunication and climate change; reviews developments and trends in the use and applications of telecommunications/ICT to predict, detect and monitor disasters, and to mitigate climate change. Provides technical advice and defines technical specifications of information technology and telecommunication solutions to meet identified needs.
- Carries out research and analyses developments and trends to prepare publications and chapters on the topic of ICTs and disaster risk reduction and management, and climate change; designs and develops training material, toolkits, guidelines, studies, reports and publications in the area of emergency telecommunications/ICT and climate change, and delivers related trainings, including to high-level representatives and stakeholders.
- Identifies potential partners within relevant stakeholders including governments, international organizations and the private sector; provides support to the Head of Division in the development of strategies for resource mobilization and the establishment of partnerships and projects aimed at undertaking joint activities related to emergency telecommunications and climate change.
- Develops and implements projects in the area of emergency telecommunications and climate change and coordinates with relevant ITU staff, senior government officials, solution providers, and partners. Undertakes missions to deploy emergency telecommunications equipment and train government officials to enhance the response/relief efforts of countries affected by disasters.
- Identifies innovative approaches, services, and applications in the emergency telecommunication/ICT domain, including in the area of multi hazard early warning systems, big data, Internet of Things (IoT) and artificial intelligence (AI) and develops proposals on their potential impact.
- Participates at national, regional and international meetings and seminars and delivers presentations related to emergency telecommunications and climate change developments and trends.
- Organizes, plans, and coordinates regional and global ICT-related meetings and seminars, in particular the Global Forum for Emergency Telecommunications (GET). Identifies new and forward-looking topics and liaises with speakers and experts.
- Develops and maintains the Division's web site aimed to support and promote the Division's activities; identifies innovative approaches and makes recommendations on ways to improve the dissemination of relevant information.
- Carries out any other duties that might be assigned by the Head of the Division.

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; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent and proven ability to use computer applications including Microsoft packages such as MS Project, MS Office Suite and Desktop Publishing. Knowledge of ICT applications and technologies, emergency telecommunications and climate change. Good knowledge of developing countries particularly the least developed countries, and small island developing states would be an asset. Proven experience in drafting and publishing in English is required.

Qualifications required

Education:

Advanced university degree in a branch of ICTs/telecommunications, engineering, mathematics, international cooperation, business management or international policy 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 telecommunications/ICT with activities in developing countries 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 \$ 60,233 + post adjustment \$ 40,718

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