



## General Secretariat (GS)

Geneva, 24 June 2019

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

To the Director-General

### **Circular letter No. 27**

Subject: **Vacancy Notice No. 22P-2019/BDT-PKM/EXTERNAL/P5**

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 25/08/2019 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. 22P-2019/BDT-PKM/EXTERNAL/P5**



*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° 22P-2019/BDT-PKM/EXTERNAL/P5

Date of Issue: 24 June 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Economist & Head of ICT  
Data and Analytics Division

Post Number: TD42/P5/361

Deadline for Applications (23.59 Geneva CH) :  
25 August 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: P5

### 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 supervision of the Chief, Projects and Knowledge Management Department (PKM) of the Telecommunication Development Bureau (BDT), the Senior Economist & Head of ICT Data and Analytics Division performs the following duties:

- Develops a strategic vision for ITU's work on ICT measurement in the context of the Union's overall objectives, taking into account Member States' needs, and ICT and data analysis developments, including in the area of big data.
- Leads and manages the Division, and its staff and financial resources; sets objectives and priorities, determines budgetary requirements; provides guidance on the goals, direction, and timing of the Division's work; provides regular and constructive feedback on performance to motivate staff and contribute to their professional development.
- Manages the Division's technical assistance activities, including the preparation of training materials, guidelines, and other tools to be used to improve statistical and analytical capacity in countries; ensures the delivery of training to developing countries.
- Conceptualizes, supervises, coordinates and contributes to the Division's research and analytical work and reports, including the application of quantitative tools for data analysis and interpretation, and the development of global ICT trends, forecasts, and projections; directs and contributes to the production and publication of the Measuring the Information Society Report and the ICT Development Index.
- Builds consensus between different stakeholder groups and views.
- Keeps abreast of the emergence and development of new ICT technologies and developments and trends in data and big data analysis; analyses and evaluates their impact on the future of ICT indicators and data and makes proposals for their inclusions into ICT statistical data collections and analytical reports; leads in developing methodologies and uses of big data for statistical analysis and interpretation; coordinates phasing out low-priority activities.
- Designs, supervises and coordinates the statistical information/analysis service which covers data collection techniques, such as surveys and questionnaires, acceptable quality control, assumption and data verification practices, statistical analysis and modeling techniques according to established statistical procedures, and the development/maintenance of up-to-date databases and software for the production of critical information to support ITU's monitoring work.
- Plans and coordinates the organization of the World Telecommunication/ICT Indicators Symposium, ITU's key global forum on ICT statistics.
- Formulates, implements and evaluates the work programme activities, including cross-sectoral, multidisciplinary and outreach activities; this responsibility includes identify and reaching out to build new partnerships and to enhance collaboration with internal and external stakeholders, including from the private and public sector.
- Contributes to the design of the communications and publication/dissemination strategy for the Division and ensures the dissemination and promotion of ITU's statistics and reports with a view to position the ITU as a top-level reference in the area.

- Contributes to the preparation and implementation of fundraising strategies for supporting and developing the activities of the Division; promotes work programme activities so as to raise complementary grant/voluntary contribution funding.
- Collaborates and coordinates with United Nations specialized agencies, Regional Telecommunication Organizations, and other stakeholders in the exchange of information, guidelines, definitions and best practices, and coordinates with ITU Regional Offices in activities related to data collection and processing. Provides technical advice, assistance and/or training to countries for the establishment of national telecommunication/ICT statistical data collection and dissemination systems, including databases and related tools.
- Represents the ITU at high-level technical and inter-agency meetings in the Division's fields of activities.
- Performs other related duties as may be required by BDT management.

## 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 & Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Proven expertise in regional and international telecommunication/ICT developments and trends. Excellent knowledge of new trends in economics and statistics.

## Qualifications required

### Education:

Advanced university degree in statistics, mathematics, economics 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

### Experience:

At least ten years of progressively responsible experience including at least five years at the international level, in the area of economics and statistical analysis including the use and application of big data, and in the field of telecommunication/ICT. Experience in the publication of reports including statistical evaluation and analysis. Proven drafting and analytical experience. High level of communication skills in promoting the Organization's messages through trends and statistics. 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 \$ 87,108 + post adjustment \$ 57,578

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