



General Secretariat (GS)

Geneva, 1 July 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 30

Subject: **Vacancy Notice No. 23P-2019/BDT-FIELD/EXTERNAL/P5**

Dear Sir,

The post described in the Annex is to be filled at ITU Field.

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 01/09/2019 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. 23P-2019/BDT-FIELD/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° 23P-2019/BDT-FIELD/EXTERNAL/P5

Date of Issue: 1 July 2019

Currently accepting applications

Applications from women are encouraged

Functions: Senior Advisor

Post Number: TD13R/P5/578

Deadline for Applications (23.59 Geneva CH) :
1 September 2019

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Addis Ababa, Ethiopia

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 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, the incumbent will be responsible for the following:

- Successfully manage the full life-cycle of assigned regional initiatives, operational plan activities and projects, including the pursue of future prospects:
 - Initiate, establish and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation by private and public sector stakeholders in ITU activities;
 - Develop complete proposals and successfully secure future prospects for ITU, promoting access, use, innovation and skills for the development and deployment of telecommunications/ICTs in African countries contributing to the implementation of the Sustainable Development Goals (SDGs), responding to the needs of the countries in the region;
 - Develop the appropriate plans and project documents, defining clear goals, deliverables, KPIs and timelines; and identify priority activities and allocation of appropriate resources;
 - Define the project and risk management frameworks;
 - Drive implementation, monitoring, evaluation and impact assessment of projects, initiatives and activities in the region in accordance with internal procedures together with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal control rules.

- Strengthen ITU's role and position within the UN Sustainable Development Group:
 - Identify opportunities for partnerships and programme initiatives (and financial support) for activities targeted at the specific groups of interest to ITU Member States;
 - Participate, to the extent possible, in the development of the UN Development Assistance Frameworks (UNDAF), and contribute to the common country assessments, working with all the UN Agencies in the region, providing ITU, and ITU-D in particular, an additional entry point for partnerships and resource mobilization;
 - Ensure that all ITU technical cooperation activities are aligned with a country's National Plan;
 - Monitor existing and draft UNDAF agreements to assess the need for further ITU action;
 - Promote and contribute with ITU's expertise in the areas of spectrum management, brokering standards and bridging the digital divide, to ensure advancements in affordable connectivity;
 - Coordinate ITU activities at the country level with the Resident Coordinator (RC) system.

- Improve internal working methods, collaboration and organization:
 - Support the Regional Director in the coordination of activities between headquarters and regional/area offices, to strengthen collaboration, knowledge sharing and effective implementation;
 - Manage and direct knowledge management and capacity development activities within the Regional Office;
 - Manage and direct reporting staff and consultants to ensure full delivery of agreed outputs while fostering a spirit of collaboration, work ethics and team cohesion;
 - Improve working methods within the region - promoting innovation, modernizing processes, using technological tools to improve working methods and delivering on the strategic and operational plans;

- Promote information sharing, openness, transparency and collaboration with the colleagues in the regional offices and the functional units in the HQ.
- Perform any other task in his/her field of competence that may be assigned to him/her by the supervisor.

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, Analysis, Judgement and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Excellent research skills and very good knowledge of global trends in the area of work. Knowledge of regulatory frameworks in the area/region. Knowledge of project management principles and methodologies. Experience and knowledge of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries involved.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), with some specialization in telecommunication or in social sciences, international relations, development studies, public or business administration 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 in the above fields, preferably acquired in a telecommunication/ICT Administration/organization, international/regional organization, or recognized private agency, including at least five years at the international level. 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 \$ 35,192

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