



## General Secretariat (GS)

Geneva, 30 September 2019

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

To the Director-General

### **Circular letter No. 44**

Subject: **Vacancy Notice No. 30P-2019/SG-FRMD/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 01/12/2019 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. 30P-2019/SG-FRMD/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° 30P-2019/SG-FRMD/EXTERNAL/P3

Date of Issue: 30 September 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Business Process Officer

Post Number: FI02/P3/285

Deadline for Applications (23.59 Geneva CH) :  
1 December 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 General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureau of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organization Unit:

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

### Duties / Responsibilities

Under the supervision of the Head, Budget and Financial Analysis Division (BUD) within the Financial Resources Management Department (FRMD), the incumbent will perform the following duties:

- Develop regular financial reports (quarterly reports) and analysis forecasting and trending budget performance for the management and other decisional bodies of the Union. Perform the IPSAS annual reconciliation.
- Develop, monitor and maintain FRMD website and dashboard; design clear, concise data visualizations that maximizes audience understanding; and develop, manage and maintain the online Balanced Scorecard tool for financial and operational planning reporting.
- Undertake research of internal and external best practices and make recommendations for financial related matters process and workflow improvements.
- Monitor the budget availability control (AVC) so as to control budget according to FM dimensions of fund, fund center, commitment item, funded program, functional area and grant.
- Maintain and monitor the Master Data for budgetary, grants management and cost accounting systems (CO/FM/GM) in the ERP (SAP).
- Act as the FRMD focal point for all ERP and IT systems improvement and development and other related matters.
- Manage the IT peripherals and equipment for FRMD.
- Perform other related duties as required.

### 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, and; Planning and Organizing.
- **Essential Technical Competencies:** Advanced proficiency in Microsoft Office applications and especially in Excel and experience with financial systems integration; Knowledge of computerized financial systems (ERP SAP); Proven skill in IT problem troubleshooting, solving and support.

### Qualifications required

#### Education:

Advanced university degree in Information Systems and Technology, Computer Science, Management, Business Administration or Finance or 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 the post, such as data visualization, budget control, dashboard preparation, website management 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 \$ 46,018

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