General Secretariat (GS)

Geneva, 7 November 2019

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 54

Subject: **Vacancy Notice No. 34D-2019/BDT-DDR/EXTERNAL/D1**

Dear Sir,

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

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 07/01/2020 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. 34D-2019/BDT-DDR/EXTERNAL/D1**

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 Nº 34D-2019/BDT-DDR/EXTERNAL/D1

Date of Issue: 7 November 2019
Currently accepting applications

Applications from women are encouraged

Functions: Regional Director, ITU Regional Office for Arab States

Post Number: TD28R/D1/785

Deadline for Applications (23.59 Geneva CH) :
7 January 2020

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

Type of Appointment: Fixed-term Appointment

Duty Station: Cairo, Egypt

Grade: D1

Organ:
The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:
- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

Organization Unit:
The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation

of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

Duties / Responsibilities

Under the overall direction of the Director of the Telecommunication Development Bureau (BDT) and the direct supervision of the Deputy to the Director & Chief of Field Operations Coordination Department, the incumbent will perform the following duties:

- Lead and direct the activities of the ITU Regional Office for Arab States, including human and financial resources ensuring compliance with organizational regulations and rules and assigned mandate; empower and build the capacity of the team to increase their commitment; and drive change to achieve objectives in the region.
- Act as the representative of ITU in the Arab region, including promoting the active participation of member governments, sector members, associates and academia in the work of ITU.
- Direct the work programme of the Regional Office in close collaboration with the other BDT Departments and Divisions, as well as the Standardization and Radiocommunication Bureau.
- Formulate and implement, in consultation with the concerned ITU divisions, the programme of work of the Regional Office, the regional priorities and utilization of resources for the effective and timely delivery of mandated outputs; ensure that regional activities and initiatives are in sync with and reinforce the overall ITU strategic framework of the ITU, in particular the ITU-D Buenos Aires Action Plan and the resulting Regional Initiatives; and serve to reinforce the ITU's core mandate, in advancing Connectivity for All.
- Direct the conceptualization, development and implementation of projects to support the regional programme of work and the regional initiatives; ensure all projects are well formulated, define roles and responsibilities, and have clear deliverables and timeline; and engage with governments, donor institutions, regional and international organizations, and the private sector to collaborate and support these projects.
- Provide advice on emerging issues and concerns in the region, including those gathered from consultations/discussions with government officials, sector members, representatives of other UN or regional organizations, institutions and stakeholders; and provide advice toward developing courses of action, taking into consideration the socio-economic and political context of the subregion.
- Work closely with the United Nations Economic and Social Commission for West Asia (UNESCWA), coordinate closely with UN Country Teams (in particular the Resident Coordinator), subregional organizations and other stakeholders, in the advancement of the UN Sustainable Development Goals and as a member organization of the UN Development Group, to identify needs and priorities for technical assistance and cooperation and to facilitate the implementation of those programmes.
- Participate in the UN Common Country Assessments and in the Development Cooperation Framework.
- Facilitate the exchange of knowledge and information of ICT practices in the region.
- Ensure that the outputs produced by the Regional Office maintain high-quality standards and are consistent with ITU-D work programme; that reports are clear, objective and based on comprehensive data.

- Participate in international, regional or national meetings and provide policy advice and technical assistance in information and communication technology (ICT) policies and programmes to governments in coordination with other existing entities, including those within the UN system.
- Promote and negotiate partnership among member countries, private sector, civil society and other relevant development partners in addressing key priority areas of the subregion.
- Work closely with regional and sub-regional telecommunication/ICT organizations.
- Direct and oversee all programmatic, administrative, and managerial tasks necessary for the functioning of the Regional Office, including preparation of budgets, and inputs for results-based budgeting, reporting on budget/programme performance, recruitment/selection of candidates, evaluation of staff performance, and development/guidance of staff under his/her supervision.
- Perform any other task in his/her field of competence that may be assigned to him/her.

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:** Leadership to direct the management of financial and human resources of the ITU Regional Office for Arab States; Political and diplomatic skills to liaise, negotiate and manage relationships with key stakeholders; Knowledge and proven application of results-based management methodologies and management principles; Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives, and; High level of negotiating skills and ability to maintain efficient working relationships with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

Qualifications required

Education:
Advanced university degree business or public administration/management, international development, economics or telecommunications 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 twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:
At least fifteen years of experience in increasingly responsible positions, of which at least seven years at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. At least five years of proven experience at a senior management level in managing development programs or related work in a telecommunication/ICT administration/organization/regulator or recognized agency. Managerial experience in administration, finance, human resources management and mobilization is required.

Languages:
For the position advertised, fluency in Arabic and English is required. Knowledge of another official language of the Union 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 $ 99,595 + post adjustment $ 26,990

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