



General Secretariat (GS)

Geneva, 1 November 2021

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 51

Subject: **Vacancy Notice No. 56P-2021/BR-IAP/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 06/01/2022 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 56P-2021/BR-IAP/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 NO. 56P-2021/BR-IAP/EXTERNAL/P5

Date of Issue: 29 October 2021

Currently accepting applications

Applications from women are encouraged

Functions: Head, Administration, Membership and Strategic Communications Division (AMSC) Post Number: R21/P5/554

Deadline for Applications (23.59 Geneva CH) : 6 January 2022 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 Radiocommunication Bureau (BR) is responsible for the application of the Radio Regulations and for technical and administrative support of ITU World and Regional Radiocommunication Conferences, Radiocommunication Assemblies and Study Groups. The Bureau also carries out the international regulatory processes for registration of frequency assignments and satellite orbits and assists administrations in their coordination and implementation of frequency spectrum and orbit requirements as well as in resolving cases of harmful interference. It provides the specialised technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilisation and radio system characteristics. The BR is organised into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Organization Unit:

The Informatics, Administration and Publications Department (IAP) comprises of three Divisions: Space Applications Software (SAS), Terrestrial Applications Software (TAS) and Administration, Membership and Strategic Communications Division (AMSC). The Department

is responsible for the development and maintenance of software and related tools used by the BR as well as software adapted for national frequency management units, providing the necessary user support for the areas concerned. It carries out studies related to policies for the technologies to be used for the information and computational systems within the BR and with administrations in the fields of management of the radio frequency spectrum and the various satellite orbits. The Department is responsible for BR text editing and publications, as well as promotion and membership. The Department is also responsible for human resources management for the BR, including the preparation of the operational plans, as well as provides organisational support for conferences and meetings.

Duties / Responsibilities

Under the supervision of the Deputy to the Director & Chief of IAP Department, the Head, Administration, Membership and Strategic Communications Division serves as a leader for the team and provides authoritative expertise for all assigned responsibilities do deliver Division outputs within prescribed time, cost and quality standards and foster a collaborative spirit and cooperation to achieve results. To this end the incumbent will perform the following duties:

- Lead and provide strategic guidance to the team and plan and organize the work to ensure the successful provision of services in the field of administration, publications, strategic communications, promotion, membership, RRB secretariat, human resources and BR Registry.
- Examine and evaluate BR objectives, structure, procedures and management systems in order to make recommendations to develop and update appropriate administrative guidelines; develop and implement the use of advanced management techniques and concepts for the implementation of organizational changes.
- Supervise and coordinate actions for personnel management including travel authorization and In-Service training, in accordance with input received from the various BR Departments and from the Strategy Spectrum Policy and Digitalization Division, as well as acting as BR's point of contact to the ITU's Facilities Management and Building Project Division with regards to office space arrangements and furniture for BR staff and maintain respective internal BR records.
- Act as administrative secretary of Radiocommunication Conferences and Meetings and, in this capacity, plan the organization of such conferences and meetings, determine needs such as interpretation, translation, documents, space allocation, supplies, equipment and additional staff required; advise on preparation of agendas and procedures for conducting meetings.
- Supervise correct and timely handling of incoming and outgoing correspondence, contributions to ITU-R meetings and to the Radiocommunication Assembly, circular letters and other ITU-R relevant documentation.
- Oversee the development and implementation of a comprehensive modern communications strategy to raise awareness of the value of ITU-R activities, attract and retain ITU-R members, and increase ITU-R members engagement and commitment.
- Oversee the development and implementation of comprehensive membership recruitment and retention strategies and activities for ITU-R, taking into account membership and sponsorship policies and procedures established by ITU to increase ITU-R membership

numbers and income for the Union, as well as to strengthen member participation in study groups and other activities.

- Build partnerships with key internal organizations and with relevant industry associations for the various radio communication services to ensure that value of participation in the work of the ITU-R is known, appreciated and promoted. Represent the BR and/or make presentations at international events, seminars and/or workshops toward achieving that objective.
- Perform other related duties as assigned.

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 and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Professional writing and editing skills. Knowledge of ITU internal and external communications, publications, sales and marketing, financial management, procurement, and human resource management systems applied to the duties. Demonstrated team building and collaboration skills to work horizontally across the sector and the Union to build and support a cohesive approach to addressing the technical, advisory and other requirements of the membership. Highly developed communication and interpersonal skills to meet and discuss with the membership around the world and to participate and/or make presentations at international events, seminars and/or workshops.

Qualifications required

Education:

Advanced university degree in communication, political or social sciences, public or international relations, business administration, management or telecommunications, 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 degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in strategic communications and effective utilization of digital platforms, providing strategic advice at executive level, and in the other fields of activity of the post including at least five at the international level. A doctorate in a related field can be considered as a substitute for three years of working experience. Excellent knowledge of how ITU's work, particularly in radiocommunications, is evolving to meet the needs of the rapidly changing ICT eco-system and the impact of emerging radio technologies on international ICT industry and policy trends would be considered a strong asset.

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 \$ 88,162 + post adjustment \$ 71,764

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