



General Secretariat (GS)

Geneva, 5 May 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 18

Subject: **Vacancy Notice No. 14P-2022/BDT-DKH/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 04/07/2022 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. 14P-2022/BDT-DKH/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 NO. 14P-2022/BDT-DKH/EXTERNAL/P3

Date of Issue: 5 May 2022

Currently accepting applications

Applications from women are encouraged

Functions: Capacity and Skills Development Officer

Post Number: TD44/P3/351

Deadline for Applications (23.59 Geneva CH)
: 4 July 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: P3

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 Digital Knowledge Hub Department is responsible for providing best practices and information to support the public policy decisions of ITU Member States. This department provides a platform for the members, as well as for external entities such as researchers, the private sector and other development agencies, to obtain critical information on digital trends, information society developments and digital skills. In addition to consolidating ITU's position as the recognized global source for regulatory information and ICT data, this department is

responsible for the work of ITU-D Study Groups. Finally, this department provides capacity and digital skills building programmes.

Duties / Responsibilities

Under the direction of the Head, Capacity & Digital Skills Development Division, the incumbent performs the following duties:

- Formulates and implements training development and delivery in support of capacity and digital skills development for the ITU membership.
- Provides necessary support for the implementation and smooth operation of the ITU Academy Training Centres (ATCs), previously called Centers of Excellence. Coordinates closely with ITU Regional Offices in the implementation and monitoring of the ATC programme and in the updating and implementation of the strategic, operational and financial plans for existing and/or future ATCs, ensuring a coherent, harmonized and standardized approach across the programme.
- Designs and develops training materials as well as quality assurance and monitoring standards for courses delivered through the ITU Academy. In this regard, collaborates closely with other BDT departments and divisions, as well as other ITU bureaux, and coordinates the work of experts developing the materials to ensure the highest standards of quality and accreditation of the programmes.
- Liaises with academia and other stakeholders on partnership possibilities with ITU in the field of capacity development, including members of the Group on Capacity Building Initiative (GCBI). Contributes to the planning and preparation of global events and meetings for key stakeholders and participates in internal and external digital skills development meetings, forums and task forces as and when required.
- Analyses the range of capacity and digital skills development solutions in the ICT sector and identifies priorities and challenges for human capacity development to provide informed advice and support to ITU members and training providers on new developments and proposes solutions that are appropriate to the needs of the ITU members as appropriate for the situation and time.
- Provides coordinated training delivery operations and services for the ITU Academy Learning Management System (LMS) including the organization and management of core training resources and promotes their use internally in ITU across the three bureaux and by the ITU Academy Training Centres (ATCs), Digital Transformation Centres (DTCs) and other ITU training and development partners.
- Contributes to the write-up of papers, articles, brochures on human capacity development in general and digital skills development in particular and coordinates the development of CDS publications in this regard.
- Provides guidance to junior staff members, general service staff and interns in the Division.
- Performs any 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; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Ability to establish priorities and to plan, coordinate the work of others. Ability to communicate complex concepts orally and to prepare written material in a clear, concise and meaningful manner. Ability to draft, script and finalize training materials and resources for ITU training interventions, draft precise and analytical reports, project proposals, etc. Ability to review content specific work, apply first level editorial treatment to the documents and facilitate publication of the materials. Ability to use training development and delivery technologies (e.g., Moodle, Blackboard, Captivate, Articulate Storyline etc.) is a requirement. Knowledge of content management systems (e.g., Joomla, Drupal) is a requirement. Knowledge of qualifications evaluation processes and application of commonly used credit systems (e.g. ECTS, US-SHCS) or application of a national qualification system to evaluate training programmes. Ability to guide junior staff and supervise the work of interns and determine acceptable performance in line with set objectives.

Qualifications required

Education:

Advanced university degree in the field of education, social sciences, human resources management, training and development, business administration 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 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 human capacity building, training, and/or learning and development activities, 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. Experience in the implementation of training and/or capacity development projects or activities in the field of ICT. Experience and knowledge of the conditions prevailing in the developing world and of technical cooperation activities. Experience and knowledge of Learning Management Systems, e-learning practices and on-line collaboration techniques using advanced communication technologies is a requirement for the post.

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 \$ 60,962 + post adjustment \$ 49,928

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