



General Secretariat (GS)

Geneva, 4 August 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/19

Subject: **Vacancy Notice No. 1324P-2023/BDT-DDR/EXTERNAL/P4 " Senior Evaluation Planning and Reporting Officer"**

Dear Madam, 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 2/10/2023 on ITU career website: <https://jobs.itu.int/job/Geneva-Senior-Evaluation-Planning-and-Reporting-Officer/951249955/>

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,

Doreen Bogdan-Martin

Secretary-General

Annexes: **Vacancy Notice No. 1324P-2023/BDT-DDR/EXTERNAL/P4 " Senior Evaluation Planning and Reporting Officer"**

Job Title: Senior Evaluation Planning & Reporting Officer

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.

Senior Evaluation Planning and Reporting Officer

Vacancy notice no: 1324

Sector: BDT

Department: DDR

Country of contract: Switzerland

Duty station: Geneva

Position number: TD02/P4/364

Grade: P4

Type of contract: Fixed-term

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

Recruitment open to: External

Application deadline (Midnight Geneva Time): 2 October 2023

ORGANIZATIONAL UNIT

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

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 AND RESPONSIBILITIES

Under the supervision of the Deputy to the Director, BDT, the incumbent supports the implementation of results-based management (RBM) and manages results and reports on BDT's performance. The Senior Evaluation Planning and Reporting Officer operates in compliance with organizational regulations and rules and takes responsibility towards the successful achievement of the delegated assignment. To this extend, the incumbent will perform the following duties:

- Coordinate strategic and operational planning, monitoring and reporting, and risk management. This task includes the coordination of the effective implementation of related ITU-D Resolutions and preparing reports to ITU governing bodies (TDAG, WTDC, Council, PP) as requested by such Resolutions.
- Coordinate RBM, strategic planning, performance monitoring and reporting, and risk management; lead the preparation of content and background documents; liaise with high level experts and senior officials; and oversee the preparation of the outcomes and summaries of these activities.
- Plan and coordinate the organization of related meetings. Prepare inputs and contributions to CWG, TDAG Council and the PP Conference reports, reviewing proposals prepared by ITU Membership, coordinating inputs from Bureau related to the implementation of WTDC, Council and PP Conference Decisions and Resolutions and preparing consolidated reports.
- Provide specialized advice and guidance to the Bureau on the implementation of RBM activities; develop internal RBM guidelines and procedures; and develop internal communication and knowledge management tools to support organizational learning and knowledge sharing as required.
- Undertake research and adapt and employ relevant RBM and corporate management good practices from other UN system organizations and relevant UN advisory and coordination bodies, as well as other international organizations, Member States, and other organizations, as appropriate.
- Undertake project and programme evaluations and ensure all relevant policies and procedures are created and kept up to date.
- Ensure all BDT activities have proper and consistent KPIs and develop the appropriate reporting tools.
- Carry out surveys or consultations with Member States on their national priorities and needs.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making

Client and Service Orientation

Innovation and Facilitating Change

Networking and Building Partnerships

Planning and Organising

TECHNICAL COMPETENCIES

- Knowledge of ICT trends and policy developments in telecommunications and ICTs.
- Knowledge of corporate management trends, different methodologies and a broad awareness of wider managerial developments. Up to date with evolving and emerging issues and risks.
- Knowledge of RBB and RBM systems and concepts, including KPIs and dashboard reporting.
- Knowledge of management of international organizations, including but not limited to results-based management, performance and risk management, change management and knowledge management in the United Nations context.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in political science, business administration, telecommunications 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in the ICT environment, preferably in a business administration or operations management role, including three 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).

BENEFITS AND ENTITLEMENTS

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 \$ 77,326 + post adjustment \$ 63,562

Other allowances and benefits subject to specific terms of appointment, please refer to: <https://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.