



General Secretariat (GS)

Geneva, 9 August 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/22

Subject: **Vacancy Notice No. 1307P-2023/SG-SPM/EXTERNAL/P4 "Political and External Affairs 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 9/10/2023 on ITU career website:

<https://jobs.itu.int/job/Geneva-Political-and-External-Affairs-officer/951744655/>

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. 1307P-2023/SG-SPM/EXTERNAL/P4 "Political and External Affairs Officer"**

Job Title: Political and External Affairs 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.

Political and External Affairs Officer

Vacancy notice no: 1307

Sector: SG

Department: SPM

Country of contract: Switzerland

Duty station: Geneva

Position number: PM03/P4/247

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): 9 October 2023

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on

communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head, Member State Relations & Governance Division, the incumbent is responsible for the overall planning and supervising of the full range of Member State Relations activities within ITU and will be responsible for developing and implementing a Member States outreach relations strategy and communication plan. To this extent, the incumbent performs the following duties:

- Oversees and directs Member State Relations activities and the team. Develops and maintains relations at high level of governments.
- In an effort to strengthen strategic engagements and relations with ITU Member States, coordinates, establishes, facilitates, relations with their representatives through consistent and strategic outreach; develops and implements a Member State Relations outreach strategy and implementation plan to increase Member States' understanding of and support to the Union and strengthen the relationship; participates in projects and initiatives aiming at encouraging Member States to maintain or raise their financial contribution to the Union. Formulates political affairs strategies; develops a vision or direction for work; proposes policy directives and plan of action; analyses implications and makes recommendations on possible strategies and measures.
- Prepares various written outputs like analytical reports, briefing notes on sensitive matters of concern to ITU governing bodies, data driven analyses, strategic and position papers for the senior management, talking points, speeches and correspondence.
- Serves as an entry point for Member States in particular for newly appointed diplomats in Geneva Permanent Missions and ITU focal points in Administration; coordinates the organization of ambassadors' briefings, new appointed diplomats briefing, and official inductions visits at ITU Headquarters.
- In cooperation with ITU departments and Sectors as well as ITU regional offices, develops and implements relevant information toolkit and supporting presentations as well as promotion material.
- Oversees the preparation of electronic strategic VIP briefings and debriefing as well as other documents in connection with missions of the Secretary-General and official visits to ITU headquarters; pursues improvement and development of the tools.
- Oversees the maintenance of Member States Client Relations system, including records of key account and contacts, rights to vote and position of Member States in relation to the Acts of the Union.
- Oversees the organization of consultation of Member States by correspondence; develops electronic processes and tools to support faster consultation.
- Prepares correspondence for Member States; conducts research; compiles, maintains and updates information on Member States.
- Maintains good relations with Member State Relations services in other organizations from the United Nations system.
- Keeps abreast of national, regional political developments, international relations and international diplomacy and provide advice to management.
- Performs other related duties as assigned.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making

Client and Service Orientation

Innovation and Facilitating Change

Networking and Building Partnerships

TECHNICAL COMPETENCIES

- In-depth knowledge of diplomatic practices is required.
- Knowledge of the UN system.
- Computer literacy and ability to use effectively office technology equipment.
- Knowledge in the field of ICTs policies and digital diplomacy highly desirable.

CORE COMPETENCIES

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

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in university degree in public relations, political science, business administration or international policy, law 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 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 diplomacy and international relations, including at least three 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

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 \$ 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.