



General Secretariat (GS)

Geneva, 12 September 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/29

Subject: **Vacancy Notice No. 1367D-2023/SGO/EXTERNAL/D1 "Chief, Oversight Unit"**

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 13/11/2023 on ITU career website:

[Chief, Oversight Unit \(itu.int\)](https://www.itu.int)

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. 1367D-2023/SGO/EXTERNAL/D1 "Chief, Oversight Unit"**

Job Title: Chief, Oversight Unit

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.

Chief, Oversight Unit

Vacancy notice no: 1367

Sector: SG

Department:

Country of contract: Switzerland

Duty station: Geneva

Position number: SG11/D1/92

Grade: D1

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): 13 November 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.

DUTIES AND RESPONSIBILITIES

Reporting administratively to the Secretary-General and being accountable to the Secretary-General for the management of the Unit, the Chief Oversight will enjoy functional and operational independence in performing his/her duties. He/she has unrestricted reporting access to the Council and the IMAC. He/she works in accordance with the provision of ITU's Internal Oversight Charter, International Internal Auditing Standards and professional practice and has functional and operational independence in the conduct of his/her duties, with the authority to initiate, carry out and report on any action, which he/she considers necessary to fulfil the Unit's mandate. The post serves to assess in an independent manner, ITU operations and activities based on risks and relevance to ITU management and constituencies with a view towards promoting economy, efficiency, effectiveness, and impact of the ITU's work. The incumbent provides stakeholders assurance on the adequacy and effectiveness of ITU's governance, risk management, control

processes through the conduct of independent and objective oversight activities; to conduct audits; evaluations; advisory assignments; and investigations into allegations of wrongdoing and misconduct; and to facilitate the adoption and implementation of best practices related to assurance and oversight. The Chief of Oversight is responsible for providing leadership, strategic direction, and overall management of the Oversight Unit (OU), ensuring effective coordination and collaboration between the internal audit, investigation, and evaluation functions in collaboration with other related functions such as ethics.

To this extent, the incumbent will perform the following duties:

- Provide strategic vision, leadership, and direction of the Oversight Unit, creating and implementing medium and long-term strategies, policies and frameworks that contribute to continuous improvement and added value to ITU.
- Ensure that the work of the Oversight Unit is in line with international auditing, investigation, and evaluation standards, principles, and guidelines, in keeping with the ITU internal oversight mandate.
- Offer independent, objective assurance, advice, and reporting to the Secretary-General, Member States, and management with a view to improving ITU operations and supporting the organization in achieving its objectives.
- Lead audits, investigations and/or evaluations where necessary, especially when they are complex and/or sensitive.
- Prepare a yearly oversight plan based on risk and priority, in consultation with the Secretary-General, and identify significant risk exposure.
- Develop and maintain a quality assurance/improvement programme for all aspects of the work of the Oversight Unit, including periodic reviews and ongoing self-assessments.
- Review and appraise ITU's internal control mechanisms, organizational structures, systems, and processes, and ensure efficient and effective use of ITU resources.
- Direct the Oversight Unit's work and develop its capabilities, strategically managing resources and ensuring appropriate controls for performance management.

- Seek advice from the Independent Management Advisory Committee (IMAC) on oversight policies, strategies, and work plans, and report progress quarterly.
- Represent ITU at high-level meetings within the United Nations system organizations, internal and external oversight entities, Member State structures, and other international organizations.
- 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
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Expert knowledge of internal auditing, investigations, evaluations standards, practices and techniques.
- Strategic vision to drive and influence oversight reforms; proven ability to innovate and conceptualize complex issues and formulate strategic, realistic, risk informed recommendations for addressing problems.
- Demonstrated ability to understand the Organization's business strategies and context.
- Sound understanding of enterprises solutions, data analytics and digital auditing tools/technologies; ability to drive strategies that leverage technology.
- Proven ability to lead and manage diverse teams of experts, with strong skills in inclusive leadership, team building and motivation.
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- Excellent judgement with proven ability to handle complex interrelated and/or sensitive and critical issues; strong analytical and problem-solving skills.
- Ability to skillfully manage potentially contentious interactions; deliver difficult messages with integrity in a multicultural environment with sensitivity and respect for diversity; take decisions under pressure and work under tight deadlines.
- Demonstrated high level of diligence, responsibility, integrity, objectivity, and fairness, with the ability to handle confidential and sensitive material and exercise initiative, discretion and sound, expert judgment.
- Excellent communicator with strong interpersonal, public speaking and presentation skills.
- Strong knowledge of United Nations system policies, rules, regulations and procedures is desirable.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in business administration, public administration, audit, law, finance, accounting 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 twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes. Professional certification(s) from one or more recognized auditing body (CIA, CFE, CPM, CISA, or equivalent) is required.

Experience:

At least fifteen years of progressively responsible experience in the fields of audit, investigations and evaluations, management advisory services, business process improvement, organizational governance, oversight, or risk management including at least seven at the international level at a senior management and policy-making level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Proven experience at a senior level is required, including in staff supervision. Experience within an organization of the United Nations common system would be an advantage.

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 \$ 106,023 + post adjustment \$ 92,876

Other allowances and benefits subject to specific terms of appointment, please refer to:
https://jobs.itu.int/content/What-we-offer/?locale=en_US

INFORMATION ADDITIONNELLE

The Chief of Oversight will be appointed on a 5-year fixed-term contract with no possibility of extension.

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.