



General Secretariat (GS)

Geneva, 1 March 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/12

Subject: **VACANCY NOTICE No. 1536P-2024/SG-FRMD/EXTERNAL/P3 “Accounting and Finance 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 30/04/2024 on ITU career website:

Accounting and Finance Officer (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. 1536P-2024/SG-FRMD/EXTERNAL/P3 “Accounting and Finance Officer”**

Job Title: Accounting and Finance 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.

Accounting and Finance Officer

Vacancy notice no: 1536

Sector: SG

Department: FRMD

Country of contract: Switzerland

Duty station: Geneva

Position number: FI33/P3/282

Grade: P3

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 30 April 2024

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 Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of Accounts Division in the Financial Resources Management Department (FRMD), the role of the Accounting and Finance Officer, is to provide responsive, effective, and quality expertise on accounting areas related to extrabudgetary funds. The accounting function at ITU is integral to ensuring the financial integrity and transparency of the organization.

As a backbone of the organization, the accounting function ensures that ITU remains financially sustainable and transparent, fostering trust among its member states, partners, and stakeholders.

The incumbent operates in compliance with organizational regulations and rules and takes responsibilities

towards the successful achievement of the delegated assignment. To this extent the incumbent will perform the following duties:

- Prepare timely and accurate financial statements in accordance with international standards (IPSAS) and ITU Financial regulations and rules, providing insights into the financial health of the organization.
- Monitor and manage the utilization of special funds, donations, or grants received for specific projects or initiatives, ensuring their optimal and transparent use.
- Implement and update financial systems and tools, streamlining processes, and drive efficiency and innovation within the financial operations of ITU in line with the transformation processes.
- Establish and maintain robust internal control mechanisms to safeguard the organization's assets and ensure proper utilization of funds.
- Collaborate with internal and external auditors to ensure regular review of financial transactions and processes.
- Keep abreast of changes in financial regulations, IPSAS, and best practices to ensure ITU's continued compliance and financial excellence.
- Perform any 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

Essential:

- Strong analytical, problem-solving, and decision-making skills.
- Ability to demonstrate openness to change and ability to manage complexities.
- Ability to demonstrate sound judgment in applying technical expertise to resolve a range of issues/problems.
- Proven ability to write in a clear and concise manner and to communicate effectively, to prepare reports and conduct presentations, formulating positions on issues.
- Good computer skills and experience of integrated accounting information systems.
- Advanced knowledge of financial software, tools, and reporting systems especially SAP.

Desirable:

- Ability to initiate and maintain good working relations with officials at all levels.
- Familiarity with ITU's policies, procedures, and organizational culture.
- Demonstrated ability to collaborate effectively in multi-disciplinary and cross-cultural teams.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in finance, accounting, business or public 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes. At least one professional accountancy qualification: ACA, ACCA, CPA, or equivalent is required.

Experience:

At least five years of progressively responsible experience in finance, including at least two at the international level, with a strong focus on extrabudgetary funds management. A Doctorate in a related field can be considered as a substitute for two years of working experience. Proven experience working in an international

environment, preferably in inter-governmental or multinational organizations.
Hands-on experience in working within a transformational environment, driving change and implementing new financial systems and processes.
Proven experience in fund accounting and working in a multi-currency environment.

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 \$ 64,121 + post adjustment \$ 57,517

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 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.