



General Secretariat (GS)

Geneva, 4 April 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/16

Subject: **VACANCY NOTICE No. 1547P-2024/BDT-DDR/EXTERNAL/P2 "Programme Officer"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the Regional Office for Asia and the Pacific.

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 03/06/2024 on ITU career website:

Programme 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. 1547P-2024/BDT-DDR/EXTERNAL/P2 "Programme Officer"**

Job Title: Programme 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.

Programme Officer

Vacancy notice no: 1547

Sector: BDT

Department: DDR

Country of contract: Thailand

Duty station: Bangkok

Position number: TD27R/P2/749

Grade: P2

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 3 June 2024

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 Regional Director of the Regional Office for Asia and the Pacific and in close collaboration with other ITU officers in the Regional Office and Area Offices as well as thematic clusters, the post provides assistance and serves as a focal point for the office regarding digital inclusion and programme and project execution. To this extent, the incumbent performs the following duties:

- Provides assistance to programme coordinators in the expansion and administration of programmes and projects. Supports programme and project identification, planning and implementation. Proposes corrective actions. Conducts topic and situational analysis, informing supervisor(s) of findings.
- Contributes to the definition of programme and project requirements by evaluating existing cooperation programmes and project documents. Prepares programme and project proposal

information and revises information as required.

- Researches developments in digital inclusion. Conducts research on local, national, and regional issues relating to information technology and its social impact. Analyses and interprets background history and documentation of programmes and projects. Prepares, compiles and exchanges information as required for presentations, speeches, documents, reports, and papers, contributing background information. Conducts research to identify extra budgetary funds and programme and project sponsors.
- Attends meetings, conferences, or events; prepares presentations on topics related to ITU/BDT activities in the Region and drafts speeches.
- Collaborates with the corresponding Bureau at headquarters and the corresponding Offices in the region and supports the organizations and United Nations efforts to strengthen positions with intellectual and academic institutions. Identifies and proposes cooperation opportunities on a regular basis.
- Contributes to the preparation of the draft Operational Plan by analysing requests received and proposing actions to fulfil priorities set by the Regional Initiatives, and preparing the draft budget for each proposed activity, including activities of digital skills development and capacity building; assists with the coordination and monitoring of its implementation in the Region when approved.
- Participates in administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Regional Office; analyses progress and prepares reports; guides and orients the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of the project's objectives.
- Implements the decisions/recommendations of World and Regional Development Conferences; works in close cooperation with BDT clusters, those pertaining to the Region.
- Contributes to the development of partnerships and resource mobilization strategies.
- Performs 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

- Excellent research skills and very good knowledge of global and regional trends in the work.
- Knowledge of information technology, digital inclusion, projects, cloud, software and data analytical frameworks in the area/region.
- Knowledge of project management principles and methodologies.

QUALIFICATIONS REQUIRED

Education:

University degree in telecommunication, information technology, business or public administration, economics, statistics, social development, international relations or a related field OR education from a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:

At least three years of progressively responsible experience in telecommunication/ICT development related activities, including at least one at the international level. An advanced degree in a related field can be

considered as a substitute for one year of working experience. A doctorate in a related field can be considered as a substitute for two years of working experience.

Experience within the telecommunication or ICT sector in the Asia and Pacific region and good knowledge of digital inclusion and ICT for development in the region would be an advantage. Experience in project and programme management, partnership and resource mobilization is desirable.

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 \$ 50,377 + post adjustment \$ 19,849

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.