



General Secretariat (GS)

Geneva, 18 September 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/51

Subject: **VACANCY NOTICE No. 1755P-2024/SGO/EXTERNAL/P2 "Associate Youth Programme 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 18/11/2024 on ITU career website:

[Associate Youth Programme Officer \(itu.int\)](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. 1755P-2024/SGO/EXTERNAL/P2 "Associate Youth Programme Officer"**

Job Title: Associate Youth 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.

Associate Youth Programme Officer

Vacancy notice no: 1755

Sector: SG

Department:

Country of contract: Switzerland

Duty station: Geneva

Position number: SG14/P2/846

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): 18 November 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.

ORGANIZATIONAL CONTEXT

The post of Associate Youth Program Officer is under the supervision of the Senior Gender and Youth Advisor in the Gender and Youth Office within the Office of the Secretary-General. The Associate Youth Programme Officer will contribute to the design, planning, promotion and implementation of activities and programs that address ITU's youth initiatives. This includes deploying developed tools and methodologies, supporting relations with key stakeholders and contributing to reporting on youth related activities and programmes across ITU.

DUTIES AND RESPONSIBILITIES

- Contribute to youth empowerment and support the implementation of the ITU Youth Strategy across the organization, in coordination with the bureaux of the Union and the departments of the General Secretariat; assist in the design, planning, promotion and implementation of youth-focused initiatives and programmes and facilitates interactions with multidisciplinary teams, and/or participates in Organization-wide, cross-bureaux/departments committees, project teams and working groups; identify problems and issues to be addressed and recommend corrective actions; liaises with relevant parties; identify and monitor follow-up actions.

- Conduct research on ICT issues affecting youth globally, on aspects of youth initiatives and programmes, including the collection, analysis and presentation of statistical data and other information gathered from diverse sources; contribute to the preparation of various written outputs and present findings; e.g. draft reports, briefing papers, analytical notes and inputs to publications; prepare content and communication materials for key initiatives, programmes and events related to youth engagement and empowerment.
 - Help ensure the active participation of youth in ITU and create opportunities for development of initiative and skills; help increase the participation of the next generation of experts and youth at ITU events; coordinate youth consultations and other type of events to gather inputs and feedback from youth; facilitate dialogues that allow youth to voice their concerns and ideas.
 - Establish and maintain partnerships with youth organizations and ITU membership; actively engage with stakeholders to promote collaborative youth-driven solutions; support coordination on youth-related issues within the United Nations (UN) system, including by supporting the development of strategic partnerships within the UN, ensuring that the reporting on KPIs to the UN 2030 scorecard is coordinated across the bureaux and the General Secretariat, and submitted in a timely manner; contribute to strengthening collaboration and partnerships with youth-serving and youth-led organizations, civil society, and other stakeholders to promote youth involvement and empowerment.
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- Contribute to the development of strategy to incorporate youth perspectives in the work programmes, management approaches and human resources development activities, including liaison and close collaboration with the Youth Task Force, HRMD, and other internal stakeholders; support communication strategies that increase awareness of ITU youth engagement.
 - Provide support to ITU resource mobilization efforts for youth-related initiatives and develop ITU's value proposition to attract voluntary contributions.
 - Participate in survey initiatives; contribute to the design of data collection tools; issue data collection tools; review, analyze, and interpret responses; identify problems/issues and prepares preliminary conclusions.
 - Contribute to and support the Secretary-General's Youth Advisory Board, convening and ensuring regular meetings and the achievement of its objectives and functions; provides useful analytical support in the organization and analysis of documents for the ITU Council, Council Working Groups, Expert Groups, the Plenipotentiary Conference and other groups within ITU, as required, on the implementation of the youth-related resolutions and decisions.
 - 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
 Planning and Organising
 Networking and Building Partnerships

TECHNICAL COMPETENCIES

Research, analytical and writing skills.
 Programme / project and event management skills.
 Ability to work effectively in a multi-cultural environment.
 Ability to use Social media tools and platforms.

QUALIFICATIONS REQUIRED

Education:

University degree in telecommunications, international relations, global affairs and/or economics 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 leading projects focused on youth promotion and empowerment. 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 in youth related communications campaigns, youth led organizations, youth related boards and the organization of youth related events 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 \$ 50,377 + post adjustment \$ 47,102

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.