



General Secretariat (GS)

Geneva, 19 September 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/53

Subject: **VACANCY NOTICE No. 1756P-2024/BDT-DDR/EXTERNAL/P2 “Programme Administrator”**

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:

Programme-Administrator (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. 1756P-2024/BDT-DDR/EXTERNAL/P2 “Programme Administrator”**

Job Title: Programme Administrator

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 Administrator

Vacancy notice no: 1756

Sector: BDT

Department: DDR

Country of contract: Egypt

Duty station: Cairo

Position number: TD28R/P2/685

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 Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union. BDT deals mainly with development policies, strategies, programming, projects, as well as technical cooperation activities to enable and foster universal access to affordable, high-quality and secure telecommunications/ICTs and Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development. To effectively and efficiently serve the needs of Member States, BDT is organized into four functional areas:

- Operations Coordination Department (Office of the Deputy to the Director)
- Projects, Partnerships & Digital Skills Department (PPS)
- Digital Networks & Environment Department (DNE)
- Digital Knowledge Society Department (DKS)

The Office of the Deputy to the Director and Operations Coordination Department are responsible for ensuring operation readiness and providing support for the functioning of the regional offices and headquarters in Geneva, especially the implementation of projects and programmes. Functional areas, such as meetings, fellowship and IT support reports to this Department. The unit for special attention in all aspects related to LDCs, LLDCs and SIDs is the responsibility of this Department. The Deputy to the Director is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, financial and operational planning process. The Department is responsible for leading the operational planning and implementation support, within the framework of the Action Plan. The Department is also responsible for coordinating conferences and events, editorial works and documentation control, monitoring the implementation of decisions emanating from ITU and BDT governing bodies, including TDAG, Council, Conferences and Assemblies of the other Sectors on matters of relevance to BDT. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

DUTIES AND RESPONSIBILITIES

Under the regular direction and supervision of the Director of the Regional Office for the Arab States; and in close collaboration with other ITU officers in the Regional Office as well as thematic priorities (TP), the post

aids and serves as a focal point for the Office regarding programme and project execution, following guidance provided by more senior staff. To this extent, the incumbent will perform the following duties:

- Participate actively in the management of program and projects and assist program coordinators and Regional Director. Support programme and project identification, planning and implementation. Propose corrective actions. Conduct topic and situational analysis, informing supervisor(s) of findings.
 - Contribute to program and project evaluation and monitoring by evaluating existing cooperation projects and project documents. Prepare program and project proposal information and revise them as necessary.
 - Conduct research on the evolution of expertise in the relevant field. Conduct research on local, national, and regional issues relating to information technology. Analyse and interpret background history and documentation of programmes and projects. Prepare, compile and exchange information as required for presentations, speeches, documents, reports, and papers, contributing background information.
 - Conduct research to identify extra budgetary funds and programme and project sponsors.
 - Attend meetings, conferences, or events; prepare presentations on topics related to ITU/BDT activities in the Region and draft speeches.
 - Collaborate with the corresponding Bureau at headquarters and the corresponding Offices in the region and support the organizations and United Nations efforts to strengthen positions with intellectual and academic institutions. Identify and propose cooperation opportunities on a regular basis.
 - Contribute to the preparation of the draft Operational Plan by analysing requests received and proposing actions to fulfil priorities set by the Regional Initiatives preparing the draft budget for each proposed activity, including activities of digital skills development and capacity building; assist with the coordination and monitoring of its implementation in the Region when approved.
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- Participate in administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Regional Office; analyse progress and prepare reports; guide and orient the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of the project's objectives.
 - Implement the decisions/recommendations of World Development Conferences; work in close cooperation with BDT Thematic Priorities, those pertaining to the Region.
 - Is responsible for handling all social media accounts and preparation of speeches and briefs for the Senior Advisor or the Regional Director.
 - Perform any other related duties that may be assigned by the Regional Director.

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
Planning and Organising
Networking and Building Partnerships

TECHNICAL COMPETENCIES

- Excellent research skills and very good knowledge of global trends in the work.
- Knowledge of project management principles and methodologies.
- Knowledge of fundraising strategies and tactics would be an advantage.
- Ability to summarize and present complex information in the form of dashboards, enabling clear and effective decision-making within the office.
- Ability to distil key data and insights into accessible formats, facilitating strategic planning and progress tracking.

QUALIFICATIONS REQUIRED

Education:

University degree in engineering, information technology, business administration, economics, 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 developments 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.

Languages:

Knowledge of English or French at advanced level and knowledge of the other language at intermediate level. Knowledge of a third official language of the Union (Arabic, Chinese, Russian, Spanish) would be an advantage and particularly Arabic.

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 \$ 16,725

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.