



## General Secretariat (GS)

Geneva, 30 October 2024

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 24/59**

Subject: **VACANCY NOTICE No. 1825P-2024/BDT-PPS/EXTERNAL/P4 "Senior Digital Skills 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 06/01/2025 on ITU career website:**

#### **Senior Digital Skills Officer ([itu.int](https://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. 1825P-2024/BDT-PPS/EXTERNAL/P4 "Senior Digital Skills Officer"**

## Job Title: Senior Digital Skills 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. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.*

## Senior Digital Skills Officer

**Vacancy notice no:** 1825

**Sector:** BDT

**Department:** PPS

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD56/P4/353

**Grade:** P4

**Type of contract:** Fixed-term

**Duration of contract:** 2 ans avec possibilité de prolongation

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 6 January 2025

### 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) (DDR)
- Projects, Partnerships & Digital Skills Department (PPS)
- Digital Networks & Environment Department (DNE)
- Digital Knowledge Society Department (DKS)

To be successful, BDT must create clear and simple mechanisms to develop partnerships with donors, foundations, and the private sector, and coordinate the delivery of these resources to meet the needs of Member States. The Projects, Partnerships & Digital Skill Department (PPS) provides a forum for Member States to collaborate in our Study Groups. To create the necessary synergy, resource mobilization and project design are combined in this department. The Department is responsible for the strategic planning that will properly position the BDT to accomplish its organizational goals and objectives, fostering partnerships and mobilizing resources. As well, it provides expertise in the areas ICT capacity and digital skills development, essential activity to help to close the Digital Divide. It also undertakes initiatives and activities in the framework of the WTDC Plan of Action and strengthen relations with the ITU-D membership.

### ORGANIZATIONAL CONTEXT

Under the supervision of the Head, Capacity and Digital Skills Development Division, the incumbent is responsible for conceptualizing, planning, preparing, and implementing programmes around capacity and digital skills development with special emphasis on digital skills development activities for the ITU membership as defined in ITU-D programmes, activities, special, and regional initiatives, and as mandated by ITU Plenipotentiary

Conferences and World Telecommunication Development Conferences. Particular attention shall be paid to the development of products and services related to skills development at basic, intermediate, and advanced levels, to ensure the full participation of all citizens in the digital economy and society and to bridge the digital skills gap at national and global levels.

## **DUTIES AND RESPONSIBILITIES**

- Identify needs of Member States in capacity and digital skills development and recommend specific actions to fulfil the identified needs. Collaborate with other staff of the Division, capacity development Focal Points in the Regions, as well as other BDT/ITU colleagues working on capacity development-related activities and studies, as well as identify the needs of countries around digital skills development and recommend specific actions to fulfil identified needs.
- Provide conceptual and strategic input to ITU's digital skills approaches, frameworks and strategies. Contribute to the development of capacity and digital skills development guidelines and methodological approaches to strengthen ITU's work and impact in this area. Work with the Head of Division to provide input in the preparation of the Operational Plan and annual working plans of the Division.
- Monitor digital skills trends, labour market trends and developments in skills development in the digital economy and provide strategic input to ITU's work in this field. Provide input to the ITU's work in the field of digital skills to support ITU Member States in the design and implementation of digital skills policies and strategies. Initiate, coordinate, and provide substantive input to the Division's knowledge resource products in the field of digital skills development.
- Mobilise partnerships to implement capacity and digital skills development activities. Carry out market research and promotional activities to identify partners and develop agreements for partnerships to implement capacity and digital skills development activities. Engage with partners and coordinate the implementation of joint activities.
- Plan, organize and participate in meetings and events of the Division. Coordinate the Group on Capacity Building Initiatives (GCBi) and related meetings, and support the Division's contribution to the World Summit on the Information Society and related events.
- Plan, organise, implement, and monitor the Digital Transformation Centres Initiative (DTCI) in the delivery of digital skills training programmes at basic and intermediate level within ITU Member States. Work towards mobilising partnerships and resources for the Initiative among national, regional, and global digital skills development stakeholders. Collaborate closely with DTCl partner, in particular Cisco, in the management and implementation of activities related to the Initiative.
- Perform other related duties as assigned by the Head of Division.

## **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  
Successful Management  
Planning and Organising  
Networking and Building Partnerships  
Leadership

## **TECHNICAL COMPETENCIES**

- Ability to establish priorities and efficient work plans.
- Excellent research and analytical skills. Ability to document problems, to assess their impact and mitigate resolution of issues in a clear and concise manner.
- Knowledge of national digital skills strategies and policies, digital skills frameworks and methodologies, and proven track record of publications in the field of digital skills.
- Excellent communication skills, both oral and written, and good presentation skills.

- Knowledge of the conditions prevailing in the developing world with respect to digital development, in particular, knowledge of trends in digital technologies and their impact on skills and capacity development.
- Knowledge of e-learning platforms and contemporary pedagogical theory and practice.
- Ability to initiate and maintain good working relations with officials at all levels.

## QUALIFICATIONS REQUIRED

### Education:

Advanced university degree in digital technology, human resources management, education, social science 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.

### Experience:

At least seven years of progressively responsible experience in the field of education or capacity development, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Experience in the field of capacity and skills development is essential.

Experience in carrying out research and analysis on digital skills policies and strategies, in particular in a developing country context is essential.

Experience and knowledge of the conditions prevailing in the developing world is required.

Experience in the implementation of training and/or capacity development activities in the field of digital development 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 provision 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 \$ 77,326 + post adjustment \$ 73,692

Other allowances and benefits subject to specific terms of appointment, please refer to:

[https://jobs.itu.int/content/What-we-offer/?locale=en\\_US](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 [career](#) 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.*