



General Secretariat (GS)

Geneva, 7 January 2025

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 25/02**

Subject: **VACANCY NOTICE No. 1899P-2025/BDT-DDR/EXTERNAL/P5 “Head, LDCs, LLDCs and SIDs”**

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 06/03/2025 on ITU career website:**

**[Head, LDCs, LLDCs and SIDs \(itu.int\)](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. 1899P-2025/BDT-DDR/EXTERNAL/P5 “Head, LDCs, LLDCs and SIDs”**

## Job Title: Head, LDCs, LLDCs and SIDs

### 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.*

## Head, LDCs, LLDCs and SIDs

**Vacancy notice no:** 1899

**Sector:** BDT

**Department:** DDR

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD21/P5/876

**Grade:** P5

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 6 March 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)

The Office of the Deputy to the Director and Operations Coordination Department (DDR) are responsible for ensuring operation readiness and providing support for the functioning of the Regional Offices and Geneva HQ, 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.

## ORGANIZATIONAL CONTEXT

Under the supervision of the Deputy to the Director, the Head of LDCs, LLDCs and SIDs serves as leader for the team and provides authoritative expertise for all assigned responsibilities to deliver outputs within prescribed time, cost and quality standards and fosters a collaborative spirit and cooperation to achieve results.

The Head operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments including the coordination of all projects and programmes and activities addressed to the LDCs, LLDCs and SIDs.

## **DUTIES AND RESPONSIBILITIES**

- Leads the LDCs, LLDCs and SIDs team and provides expert advice on the appropriate plan for projects and programmes; and identifies priority activities and appropriate resources allocation.
- Studies and reviews the telecommunication/information and communication technology (ICT) needs of these group of countries, providing cutting edge expertise in the substantive development, execution of projects and implementation of BDT projects in the field, and expert advice on how to address the challenges faced by the LDCs, LLDCs and SIDs.
- Supports the BDT Director and the chiefs of department, as well as the other ITU sectors, in reporting on the LDCs, LLDCs and SIDs, through the preparation of reports on the Programme of Action for these groups of countries e.g. reports on the implementation of the outcomes of Doha Programme of Action adopted in 2023, the Small Island Developing States International Meeting (SIDs-4), held in Antigua and Barbuda in 2024 for the decade 2025 -2035, and the UN Conference for the Land Locked Developing States to be held in 2024 and hosted by the Government of Botswana later in 2024 for the decade 2025–2035.
- Leads and coordinates with the other BDT's divisions and regional and area offices the planning of projects and programmes for LDCs, LLDCs and SIDs; supervises the continuous support to the regional and area offices related to the resource mobilization, drafting of sustainable projects for donor funding and the effective implementation of projects and programmes for LDCs, LLDCs and SIDs.
- Provides expert advice and assists LDCs, LLDCs and SIDs Member States in formulating national and regional strategies and the related projects.
- Ensures the adaptation of projects and programmes, considering the specific conditions of every country.
- Drives monitoring, evaluation and impact assessment of project and programmes implementation in coordination with the Projects Support Division.
- Monitors the implementation of existing development agreements in favour of LDCs, LLDCs and SIDs, ensuring that the objectives are achieved.
- Represents ITU at conferences and events addressing topics related to these groups of countries and speaks on topics within the development sector mandate as adopted by the World Telecommunication Development Conferences; maintains an updated website for the LDCs, LLDCs, and SIDs.
- Performs 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  
Leadership  
Networking and Building Partnerships  
Planning and Organising  
Successful Management

## **TECHNICAL COMPETENCIES**

- Excellent knowledge of the challenges faced by the LDS, LLDCs and SIDs.
- Knowledge of regulatory frameworks in the area/region.
- Knowledge of project management principles and methodologies.
- Knowledge of conditions prevailing in the different regions and a good understanding of the problems and aspirations of countries involved.

- Good technical and analytical problem-solving skills.
- Resourcefulness, initiative and negotiating skills.
- Strategic planning and management abilities.
- Tact, diplomacy and ability to work effectively with officials at all levels and of different national, cultural and disciplinary background.
- Good knowledge of the UN system, preferably with practical experience in both bilateral and multilateral development work would be an advantage.

## QUALIFICATIONS REQUIRED

### Education:

Advanced university degree in telecommunications engineering (science/engineering, electrical/electronic engineering), public or business administration, law 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

A specialization in telecommunication or in social sciences, international relations or development studies is desirable.

Certification in project is desirable.

### Experience:

At least ten years of progressively responsible experience in the above fields, preferably acquired in a telecommunication/ICT Administration/organization, international/regional organization, or recognized private agency, including at least five at the international level.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

Experience of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries involved.

Experience in project management.

### 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 \$ 92,731 + post adjustment \$ 83,365

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 [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.*