Geneva, 9 January 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/03

Subject: **VACANCY NOTICE No. 1898P-2025/BDT-RO/EXTERNAL/P2 "Programme Administrator"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the ITU Area Office in Harare, Zimbabwe.

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 10/03/2025 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. 1898P-2025/BDT-RO/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. 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.

Programme Administrator

Vacancy notice no: 1898
Sector: BDT
Department: Regional Offices
Country of contract: Zimbabwe
Duty station: Harare

Position number: TD25R/P2/435
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): 10 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 regional offices provide assistance to the ITU Member States of the Region, ensuring a close relationship and collaboration. To implement the agreed programs and projects, in accordance with the ITU Strategy Plan and the BDT Action Plan, with the active support of all Departments, providing timely information about their development. To provide proper line management and support, the Regional Directors report to the Director of the BDT.

ORGANIZATIONAL CONTEXT

Under the supervision of the ITU Area Representative for Southern Africa, the Programme Administrator supports the administrative, programming and project work of the ITU Area Office for Southern Africa including communication and social media, partnership and resource mobilization aligned to ITU's strategic plan and vision for an information society where technologies enable and accelerate social, economic, and environmentally sustainability and development for everyone. He/She works in cooperation and collaboration with external clients such as ITU Member States, Host Country, Regional Economic Groupings (SADC, COMESA, etc.), UN Agencies, Regional Telecommunications Organizations (RTO), the private sector, Academia, and other entities.

DUTIES AND RESPONSIBILITIES

- Participates actively in the management of programmes and projects by providing support to Project Managers, Area Representatives, and the Regional Director towards the implementation of global, regional, sub-regional and national projects; takes stock of needs, analyses progress and prepares reports; guides and orients the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of project objectives.
- Contributes to the identification, definition, and establishment of cooperation opportunities for the region through programmes and projects towards the achievement of Regional Priorities. Prepares programme and project proposals that fulfil the needs of the countries in the region and concept notes as required.
- Conducts research on local, national, and regional issues relating to the development of the ICT sector and digital development across sectors in the region. Prepares presentations, reports, briefs, papers, and background information that contribute to the identification of extra budgetary funds for programmes and projects, as well as partnership opportunities.
- Attends meetings, conferences, or events; prepares presentations on topics related to ITU activities in the region, and drafts speeches and contributions to support technical discussions.
- Collaborates with the ITU Thematic Priorities (TP) and services at headquarters as to assist Offices in the region by providing instructions on administrative operations and monitoring processes and procedures for the implementation of projects, recruitment of experts, procurement services and event organization.
- Contributes to the preparation of reports related to the Operational Plan (OP) in the region, in coordination with colleagues and senior staff, and assists with follow-up of implementation levels of activities. Provides support to the Area Representative and Regional Director for the alignment of the OP budget with project activities, regional priorities and relevant BDT/ITU initiatives.
- Participates in the implementation of projects, activities and initiatives related to BDT priorities within the region.
- Implements the decisions/recommendations of World and Regional Development Conferences; works in close cooperation with colleagues across the Organization on work that pertains to the region.
- Provides administrative support to the Area Office including activities related to budget funding and procurements, programme/project financial statements, petty cash, shopping chart, inventory and event logistics
- Performs any other related duties that may be assigned by the Regional Director and/or the Area Representative

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

TECHNICAL COMPETENCIES

- Knowledge of technologies and softwares.
- Ability to work in a vibrant multicultural environment.
- Knowledge and practical skills in drafting concept notes, meeting notes and reports, event management, communication, including social media.
- Ability to organize and set plans with concrete deadlines.

QUALIFICATIONS REQUIRED

Education:
University degree in Business Administration, Telecommunications, Economics or Social Sciences 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. Post graduate education in related fields such as project management, communication, development study will be an added advantage.

Experience:
At least three years of progressively responsible experience in the field of the post. 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 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 $ 18,791

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 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.