Geneva, 10 February 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/12

Subject: **VACANCY NOTICE No. 1889P-2025/TSB-SPD/EXTERNAL/P5 ''Head, Telecommunication Standardization Policy Division ''**

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 10/04/2025 on ITU career website:

Head, Telecommunication Standardization Policy Division

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. 1889P-2025/TSB-SPD/EXTERNAL/P5 ''Head, Telecommunication Standardization Policy Division ''**

Job Title: Head, Telecommunication Standardization Policy Division

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, Telecommunication Standardization Policy Division

Vacancy notice no: 1889
Sector: TSB
Department: SPD
Country of contract: Switzerland
Duty station: Geneva

Position number: ST21/P5/215
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): 10 April 2025

ORGANIZATIONAL UNIT

The Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

Within the Telecommunication Standardization Bureau (TSB), the Study Groups and Policy Department (SPD) is responsible for the development of standards, international numbering resources, bridging the standardization gap, and policies guiding ITU-T and the maintenance of its relevant position in the global standardization arena. It oversees the implementation of the WTSA Action Plan, and is responsible for identifying emerging technologies and analysing technology trends in order to advise membership on emerging standardization developments. The Department is also responsible for the Bureau's human resources and finance.

ORGANIZATIONAL CONTEXT

Under the supervision of the Deputy Director and Chief, Study Groups and Policy Department the role of the Head, Standardization Policy Division will be to lead and provide strategic guidance to the team of the Division to ensure the successful implementation and monitoring of the objectives, as well as to perform one of the core functions of ITU-T Secretariat, namely coordinating and facilitating the ITU-T standard development processes by monitoring progress, assessing impact and providing expert recommendations towards the successful implementation of policy decisions from the World Telecommunication Standardization Assemblies (WTSA) and of the Telecommunication Standardization Advisory Group (TSAG). In addition, the Head of Division will act as technical expert and secretary to one or more Study Group(s), Focus Group(s) and other groups. Typically, with normal office environment except during the Telecommunication Standardization Advisory Group (TSAG) meetings, Study Group meetings, or ITU Conferences and Assemblies when the incumbent may be required to work long hours.

DUTIES AND RESPONSIBILITIES

- Lead and manage the Telecommunication Standardization Policy (TSP) Division, supervises staff, develop related operational plans and direct the development of the operational framework:
  • Coordinate and facilitate the ITU-T standard development processes by monitoring progress of policy level decisions, assessing impact and providing expert recommendations towards the successful implementation of policy decisions from the World Telecommunication Standardization Assemblies (WTSA) and of the Telecommunication Standardization Advisory Group (TSAG).
  • Provide updates and expert recommendations to the TSB management towards the successful implementation of WTSA and TSAG policy decisions.
- Act as technical expert and secretary to one or more Study Group(s), Focus Group(s) and other groups:
  • Assist the Chairs and management teams in the running of such groups by being an active and pivotal member of the Management or Coordination Team, providing expert advice, preparing scenarios of meetings with complex agendas, taking into account competing stakeholders' interests, political sensitivity, market demands and technical issues, preparing background material, organizing and conducting meetings.
  • Study all contributions, analyse content of texts to assure appropriate cross-referencing, inter-study group or other coordination required and consult submitting bodies as appropriate.
  • Ensure follow-up implementation of meeting conclusions (recommendations and other deliverables).
  • Prepare draft texts (recommendations, reports, questions) for consideration by the Study Groups and/or the World Telecommunication Standardization Assembly, provide input on the technical accuracy and comprehensiveness of all such texts. Prepare texts approved by the study group or focus group for publication, ensuring the technical accuracy and completeness.
  • Conduct and present the results of studies on the technical aspects of questions referred to the secretariat; collect, analyse statistics of different nature and write summaries and tendencies reports for consideration by the TSB Management and the ITU-T Membership.
  • Ensure coordination between the group(s) for which she/he is responsible and

other groups with overlapping interests, in particular in managing the complexity of co-located meetings and monitoring the links between standardization work accomplished in the different groups.
• Manage, coordinate and improve the use of specific ITU-T tools and databases by ITU-T members and external bodies.
• Identify areas for improvement in working methods, introduce innovative processes, prepare and conduct pilot trials (e.g. holding of electronic interim meetings), analyse results, report on findings to the study group or TSAG and coordinate the deployment and implementation of the new processes.
• Write the technical content of the web pages and the promotional material of the study group(s) or focus groups(s) for which she/he is responsible, deliver presentations on their activities to technical as well as nontechnical audiences by participating to seminars, workshops, and other events. Write technical publications and coordinate the production of ITU-T handbooks and other non-normative publications.

- Liaise with other ITU Study Groups and with other external Standards Development Organizations on subjects of mutual interest. Identify opportunities and establish frameworks for collaboration, interaction and partnerships. Promote and facilitate existing partnerships. Initiate cross-organization programmes in areas of common interest and in alignment with the Bureau's and the Sector's mission.
- Represent TSB/ITU-T in ad-hoc groups, working parties, committees of the Sector (TSAG, WTSA) or externally in international meetings and with other Standards Development Organizations, acting as authoritative voice and advocate for the Bureau and ITU-T. Act as world-class expert to give technical advice to other groups, sectors, regional and international organizations and national telecommunication administrations.
- Keep abreast of developments and advancements in telecommunications, information and communication technologies (ICT), and in the field of standardization.
- 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
Innovation and Facilitating Change
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Excellent knowledge of ITU-T activities, specifically ITU-T Study Groups, Focus Groups and conferences.

- Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
- Ability to build and motivate teams and achieve effective results in alignment with TSB & ITU-T's priorities goals. Ability to maintain effective working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.
- Proven ability in writing policy, technical and administrative reports.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in the field of ICTs/telecommunications, engineering, mathematics, international cooperation, business administration or international policy 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the ICT telecommunications industry and membership-based organizations specializing in technology innovation, member engagement, community building and events, 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.

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 $ 101,540 + post adjustment $ 68,641
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.