Geneva, 11 February 2025

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 25/13

Subject: **VACANCY NOTICE No. 1890P-2025/TSB-SPD/EXTERNAL/P5 ''Head, International Numbering Resources 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 14/04/2025 on ITU career website:

Head, International Numbering Resources 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. 1890P-2025/TSB-SPD/EXTERNAL/P5 ''Head, International Numbering Resources Division''**

Job Title: Head, International Numbering Resources 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, International Numbering Resources Division

Vacancy notice no: 1890
Sector: TSB
Department: SPD
Country of contract: Switzerland
Duty station: Geneva

Position number: ST22/P5/216
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): 14 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.

ORGANISATIONAL CONTEXT

The position reports to the Deputy Director and Chief of the Study Groups and Policy Department. The Head of the International Numbering Resources Division serves as a leader for the team of the Division and provides authoritative expertise for all assigned responsibilities to deliver outputs and foster a collaborative spirit and cooperation to achieve results.

DUTIES AND RESPONSIBILITIES

The incumbent supervises a team of professionals and administrative assistant staff and provides strategic guidance to the team to ensure the successful implementation and monitoring of the objectives as well as the effective management of the Division's resources. He/She will:

- Lead and provide strategic oversight on International Telecommunication Numbering Resources to ensure that the activities of Numbering Coordination Team (NCT), Operational Bulletin and Numbering Administration (OBNA), and ITU-T Study Group 2 (or another SG in the future), adhere to the ITU's goals, priorities, and product/service offerings as approved in relevant Plenipotentiary (PP) Resolutions.
- Manage International Numbering Resources (INR) activities to ensure corresponding responsibilities of the TSB, specifically the function of centralized administrator/registrar, as specified in the relevant ITU-T recommendations, World Telecommunication Standardization Assembly (WTSA) Resolutions and Council Decisions are performed smoothly with consistent integrity and performance.
- Plan, direct, and oversee the operational activities of the Division and manage resources supporting INR relevant functions.
  - Ensure that staffing and operations are adequate, consistent, and that sufficient expertise is available to perform all necessary functions.
  - Establish access to the appropriate ITU staff to:
    - Handle legal, financial, technical, staffing, industry, and regulatory issues related to the management of all relevant resources under the Division's purview.
    - Maintain the necessary equipment, facilities, and billing arrangements for the day-to-day organization of all numbering resources.
    - Ensure compliance with ITU's legal rules, regulations, and jurisdiction when responding to requests from the industry and from national regulators about the resources and their administration. Information that is not authorized for transmittal under these rules and regulations should not be disclosed.
- Lead and manage the TSB INR team to ensure its effective functioning by fostering team spirit, collaboration, and capacity building. Mentor and train TSB INR team members; determine training required for staff to ensure an adequate level of knowledge for performing duties and responsibilities. This includes cross training to ensure operational continuity during staff absences.
- Identify areas for improvement in relevant procedures, working methods, tools or databases, and introduce innovative processes as needed to enhance the efficiency and effectiveness of NCT, OBNA, and SG2 activities.
- Participate in relevant activities and stay engaged with discussions of the Numbering Coordination Team (NCT) and SG2, as needed.
- Provide technical advice on complex INR matters on request offering a world-class expertise on International Numbering Resources (INR) issues raised through NCT, OBNA, SG2, or other appropriate channels.

- Liaise and coordinate with the Deputy Director and Chief of the Study Groups and Policy Department, other division heads in TSB, other Bureaux and the General Secretariat on matters related to the Division's field of activity. Represent ITU at international forums, conferences, and meetings, delivering presentations and participating in discussions to promote International Telecommunication Numbering Resources activities and achieve TSB and ITU objectives. Participle in high level meetings to engage with external stakeholders and coordinate strategic partnerships in areas under the Division's activities. Provide support for Telecommunication Standardization Advisory Group (TSAG), ITU Council, International Telecommunication Regulations (ITR) related matters and other issues as requested.
- 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
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Up-to-date knowledge of the telecom/ICT industry with particular focus on the technical domains related to the position.
- Familiarity with the ITU strategic plan, goals, priorities, products, and services offerings as approved in the PP Resolutions.
- Regulatory Knowledge: Deep understanding of relevant ITU-T recommendations, WTSA Resolutions, and Council Decisions. Ability to interpret and consider legal rules and regulations in telecommunications.
- Team capacity building: Ability to mentor, train, and develop team members for effective INR administration and registration.
- Technical Advisory: Ability to provide world-class authoritative expertise and substantive advice to ITU-T membership and the telecommunications industry.
- Expertise in handling complex International Numbering Resources (INR) issues.
- Ability to provide high-level technical advice.
- Strong analytical skills to assess and address complicated INR issues.
- Ability to develop solutions and strategies for complex challenges in the field.
- Ability to work collaboratively with a wide range of stakeholders.
- Excellent communication skills for internal and external coordination.

QUALIFICATIONS REQUIRED

Education:
Advanced university degree in telecommunication/ICT engineering 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 field of the post, 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.