



## General Secretariat (GS)

Geneva, 26 March 2025

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 25/24**

Subject: **VACANCY NOTICE No. 1978P-2025/BDT-DKS/EXTERNAL/P5 "Head, Regulatory and Market Environment 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 26/05/2025 on ITU career website:**

#### **Head, Regulatory and Market Environment 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. 1978P-2025/BDT-DKS/EXTERNAL/P5 "Head, Regulatory and Market Environment Division"**

# Job Title: Head, Regulatory and Market Environment 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, Regulatory and Market Environment Division

**Vacancy notice no:** 1978

**Sector:** BDT

**Department:** DKS

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD47/P5/775

**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):** 26 May 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 Digital Knowledge Society Department (DKS) provides expertise in the areas of Regulatory and Market environments, promoting experiences sharing and collaboration. It also has the responsibility for the international statistics standards for telecommunication/ICT indicators and compiles and disseminates valuable ICT Statistics which provide the basis for sound public policy decisions. This Department promotes innovation culture and projects to the Member States. The DKS Department leads and coordinates innovation throughout the BDT. This Department also ensures the active participation of youth and the need to guaranteeing accessibility and inclusion for all and promoting reinforcement for gender issues.

## ORGANIZATIONAL CONTEXT

Under the supervision of the Chief, Digital Knowledge Society (DKS) Department, the Head of the Regulatory and Market Environment (RME) Division leads the team and provides expert guidance for all assigned responsibilities to deliver Division outputs within the established time, cost and quality standards and fosters a collaborative spirit and cooperation to achieve results.

The Head of the Division operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments.

## DUTIES AND RESPONSIBILITIES

The incumbent will:

- Lead and manage the Division, its staff, and financial resources; set objectives and priorities; determine budgetary requirements; and provide strategic guidance on the goals, direction and planning of the Division's work. He/she will also guide the team to ensure the successful implementation and monitoring of initiatives, programmes and projects.
- Plan, implement and monitor the activities related to policy, regulatory and economics outputs of the Division in co-ordination with regional policy and regulation focal points, as well as other thematic priority leads and staff. The incumbent will provide support and assistance to ITU membership in developing and implementing enabling policy and regulatory environments to foster universal and meaningful connectivity and sustainable digital transformation.
- Analyze national telecommunications/ICT sector structures as well as policy, regulatory and legal frameworks, including identification of constraints on development, access and use goals. The incumbent will monitor the implementation of regulatory and market reforms, and provide advice and support to ITU membership, regional and international organizations and agencies on the execution of key reform steps towards universal and meaningful connectivity and sustainable digital transformation, through missions and participation in events and conferences to support and advise ITU Member States.
- Conduct global, regional, and national research and analysis on the latest policy, regulatory, economic, financial and market developments and trends in telecommunications/ICTs and digital transformation. Prepare studies and reports on regulatory and market environment issues; as well as toolkits, manuals and best practice guidelines, including model policy, legal and regulatory instruments for use by governments, telecommunication/ICT decision-makers, regulators, policymakers, operators and service providers. Formulate recommendations on regulatory and market reform approaches towards digital transformation; and prepare articles and publications on regulatory reform and trends to be published in ITU and other relevant platforms.
- Prepare training materials for regulators, policymakers and private sector members on digital regulatory and policy issues, based on the manuals and guidelines elaborated above. Deliver related training sessions as required.
- Prepare benchmarks, roadmaps and plans for national, regional and international regulatory reform, including:
  - assisting Member States in improving economic and regulatory data collection;
  - conducting regulatory gap analysis based on ITU tools and processes;
  - identifying key strategic and policy decisions required;
  - outlining comprehensive regulatory reform processes;

- defining major tasks (e.g. preparation of new telecommunication/ICT legislation and regulations) and preparing terms of reference for their execution;
  - specifying feasible implementation plans and timetables.
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- Initiate and contribute to cross-country and cross-region analytic work to enhance ITU's understanding of policy, regulatory and legislative events important to developing countries and enhance the ITU's ability to address broad sector issues more effectively in a growing number of countries.
  - Serve as the facilitator for the BDT policy and regulation thematic priority, and as the focal point for WSIS action lines related to policy and regulatory environments. Additionally, manage selected regulatory questions of the ITU-D study groups by reviewing member contributions and preparing documents for consideration by the study groups.
  - Plan and organize global, regional and national regulatory training sessions, seminars, symposia and workshops, bringing together all stakeholders. Participate in World Telecommunication Development Conferences, ITU study groups, as well as other major ITU conferences and seminars organized by the Union and other organizations dealing with aspects of regulatory reform and present to these conferences' relevant papers on regulatory reform as required.
  - Develop and promote partnerships with relevant national, regional and international organizations, as well as with the private sector and academia. Mobilize resources to ensure the effective implementation of programmes.
  - 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**

- Extensive knowledge of policy, regulatory and economic reforms in the telecommunications/ICT sector.
- Excellent research and analytical skills with the ability to identify problems, assess their impact and propose solutions in a clear and concise manner.
- Excellent communication skills, both oral and written, including evidence of publications and good presentation skills.
- Resourceful and proactive, demonstrating sound judgment, negotiation skills, and the ability to work effectively with officials at all levels and across diverse national, cultural and disciplinary backgrounds.

- Proven leadership in identifying, formulating, implementing and evaluating programmes and development projects.
- Familiarity with UN organizational structures, business processes, policies and procedures would be an advantage.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in telecommunications/ICTs, economics and finance, business management or law or a related field OR education in 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 telecommunication/ICT field with specific focus on policy and regulatory issues and/or economics and finance, including at least five years 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 \$ 74,733

Other allowances and benefits subject to specific terms of appointment, please refer to: [https://jobs.itu.int/content/What-we-offer/?locale=en\\_U](https://jobs.itu.int/content/What-we-offer/?locale=en_U)

## 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.*