



## General Secretariat (GS)

Geneva, 22 August 2025

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 25/37**

Subject: **VACANCY NOTICE No. 2112P-2025/BDT-PPS/EXTERNAL/P4 "Head, Membership and Private Sector Service"**

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 20/10/2025 on ITU career website:**

#### **Head, Membership and Private Sector Service**

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. 2112P-2025/BDT-PPS/EXTERNAL/P4 "Head, Membership and Private Sector Service"**

## Job Title: Head, Membership and Private Sector Service

### 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, Membership and Private Sector Service

**Vacancy notice no:** 2112

**Sector:** BDT

**Department:** PPS

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD54/P4/376

**Grade:** P4

**Type of contract:** Fixed-term

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

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 20 October 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)

To be successful, BDT must create clear and simple mechanisms to develop partnerships with donors, foundations, and the private sector, and coordinate the delivery of these resources to meet the needs of Member States. The Projects, Partnerships & Digital Skill Department (PPS) provides a forum for Member States to collaborate in our Study Groups. To create the necessary synergy, resource mobilization and project design are combined in this department. The Department is responsible for the strategic planning that will properly position the BDT to accomplish its organizational goals and objectives, fostering partnerships and mobilizing resources. As well, it provides expertise in the areas ICT capacity and digital skills development, essential activity to help to close the Digital Divide. It also undertakes initiatives and activities in the framework of the WTDC Plan of Action and strengthen relations with the ITU-D membership.

### ORGANIZATIONAL CONTEXT

Under the supervision of the Chief, PPS and under the guidance of the Stakeholder Engagement, the Head, Membership and Private Sector Service plans and implements activities in support of the ITU-D objectives and initiatives, especially relating to ITU-D membership.

## **DUTIES AND RESPONSIBILITIES**

The incumbent will:

- Serve as the account manager for Membership including Associates and Academia with particular focus on the Development Sector (ITU-D).
- Develop and implement strategies, guidelines and tools for ITU-D Membership, taking into account membership policies and procedures established for the ITU overall; lead ITU-D membership recruitment and retention activities in a coherent, proactive and timely manner.
- Establish and maintain effective relationships with ITU-D Membership to ensure maximum satisfaction, participation and retention. Continuously explore ways to enhance quality of interaction with membership. Identify opportunities for collaboration and engagement between ITU-D Membership and the BDT and recommend to BDT Management actions to be taken to leverage such opportunities.
- Keep abreast of, and analyse membership trends to develop innovative initiatives and campaigns aimed to attract new Members, Associates and Academia in collaboration with the Chiefs of BDT Departments and other colleagues. Contribute to the development of metrics, data, brochures and consolidate and analyse data related to membership.
- Provide advice and brief BDT management as appropriate for meetings and events with potential and existing members and partners.
- Organize the Private Sector's digital Platform for effective and interactive exchanges, promoting networking opportunities with and among ITU-D Membership.
- Organize high-level industry executive meetings for example, the Industry Advisory Group for Development Issues (IADGI) and Chief Regulatory Officers'(CRO) meetings and serve as Secretary.
- Prepare and coordinate cross-ITU Membership reporting including trends and prospects, to enhance coordination, information sharing and decision-making.
- Contribute to the preparation of documents for the ITU-D Study Groups, TDAG, WTDC, Council, Plenipotentiary Conferences and other meetings and bodies on ITU-D Membership, especially the private sector.
- 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  
 Networking and Building Partnerships  
 Planning and Organising  
 Successful Management

## **TECHNICAL COMPETENCIES**

- Proven ability to write reports, carry out research, collect data and maintain protocol and information flow.
- Proven technical cooperation with countries in areas related to ICT and strong connections to the private sector, donors, and foundations.
- Tact, diplomacy and ability to work effectively with officials across various levels and diverse national, cultural and disciplinary backgrounds.
- Proven ability to lead identification, formulation, funding, implementation and evaluation of programmes and projects development.
- Computer literacy and knowledge of project management software tools.

## **QUALIFICATIONS REQUIRED**

**Education:**

Advanced university degree in telecommunications/ICTs, business administration, management, social sciences, finance, economics 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

**Experience:**

At least seven years of progressively responsible experience in telecommunications/ICTs, business administration, project management or related field, including at least three 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 \$ 84,672 + post adjustment \$ 68,923

Other allowances and benefits subject to specific terms of appointment, please refer to: [What-we-offer](#)

**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.*