Geneva, 27 August 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/39

Subject: **VACANCY NOTICE No. 2116P-2025/BDT-PPS/EXTERNAL/P4 "Project Development Coordinator"**

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 27/10/2025 on ITU career website:

Project Development Coordinator

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. 2116P-2025/BDT-PPS/EXTERNAL/P4 "Project Development Coordinator"**

Job Title: Project Development Coordinator

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.

Project Development Coordinator

Vacancy notice no: 2116
Sector: BDT
Department: PPS
Country of contract: Switzerland
Duty station: Geneva

Position number: TD57/P4/934
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): 27 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 Head of the Division for Project Support, this position is responsible for providing project coordination services for all BDT projects worldwide, within prescribed time, cost and quality

standards. The role also involves fostering a collaborative spirit and promoting cooperation to achieve results while operating in compliance with organizational regulations and rules.

DUTIES AND RESPONSIBILITIES
The incumbent:
- Coordinates the support provided by the Project Support Division for the identification, development and approval of project proposals linked to the mandate of the ITU Telecommunication Development Bureau. This task includes facilitating high level and detailed negotiations with all relevant internal and external stakeholders for the development of project documents and cooperation agreements (or other related instruments) linked to national, regional and global projects.
- Monitors the implementation status of BDT projects, providing a detailed assessment for each project and developing recommendations to address any issues, challenges and risks identified during the monitoring process. This task also includes following up on the implementation of recommendations made by the Project Support Division.
- Provides guidance to project managers and supervisors during all phases of the BDT project management cycle to ensure that BDT projects achieve their expected outcomes and are implemented according to ITU rules, regulations and other Standard Operating Procedures. This task shall be performed in close coordination and collaboration with relevant internal stakeholders, including but not limited to the Project Implementation Unit (BDT/DDIR/PPI), ITU regional and area offices, BDT thematic areas, as well as with other support services from the General Secretariat.
- Coordinates the closure of BDT projects, guiding project managers in documenting the outcomes, results, deliverables and lessons learned for each project. When possible, and subject to available resources, this task includes coordinating the evaluation of selected projects by supervising the work of independent evaluators or by assessing the results achieved by each project.
- Coordinates the identification and implementation of tools and mechanisms to support the BDT project portfolio. This task includes the development of relevant frameworks, tools and systems, the provision of project-related information and data to support ITU systems and databases, and the documentation of lessons learned.
- Participates in the elaboration of the BDT annual programme for telecommunication development and prepares documents to TDAG, the Council, BDT conferences and Plenipotentiary Conferences.
- Participates in coordinating assistance for countries with less-developed telecommunications, identifying their needs and possible means of addressing them, and implements specific programmes dedicated to these countries.
- Initiates and participates in seminars and workshops within the mandate of the BDT at global, regional and national levels, in coordination with other concerned services.
- Performs 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

TECHNICAL COMPETENCIES
- Effective interpersonal, networking, communication and advocacy skills.
- Good technical and analytical problem-solving skills including a demonstrated ability to understand and analyze complex situations.
- Resourcefulness, initiative, maturity of judgement and negotiating skills. Tact, diplomacy and ability to work effectively with officials at all levels and from diverse national, cultural and disciplinary backgrounds.

- Proven ability to lead identification, formulation, implementation and evaluation of programmes and projects development.
- Proficiency in computer applications and project management software tools.
- Good knowledge of project management principles. Knowledge of BDT working methods would be an advantage.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunication, computing, engineering, project management, business, economic,
social sciences, political science 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 partnership, technical cooperation and development assistance, 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: 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.