



General Secretariat (GS)

Geneva, 1 September 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/42

Subject: **VACANCY NOTICE No. 2120P-2025/SG-FRMD/EXTERNAL/P5 "Senior Finance Management Advisor"**

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 03/11/2025 on ITU career website:

Senior Finance Management Advisor

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. 2120P-2025/SG-FRMD/EXTERNAL/P5 "Senior Finance Management Advisor"**

Job Title: Senior Finance Management Advisor

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.

Senior Finance Management Advisor

Vacancy notice no: 2120

Sector: SG

Department: FRMD

Country of contract: Switzerland

Duty station: Geneva

Position number: FI01/P5/311

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): 3 November 2025

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

ORGANIZATIONAL CONTEXT

Under the supervision of the Chief, Financial Resource Management Department (FRMD) and in close collaboration with the Chief Administration and Finance (A&F), the Senior Finance Management Advisor provides expert financial advice to ITU leadership on matters related to accounting, budget preparation and implementation, financial transformation, and strategic and financial planning, and operational planning. He/She assists the Chief FRMD in achieving key deliverables in these areas.

The Senior Finance Management Advisor combines cutting-edge expertise with operational and political acumen, integrating various financial areas of expertise to support FRMD in addressing strategic financial management issues of the Union.

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

DUTIES AND RESPONSIBILITIES

The incumbent will:

- Assist the Chief A&F and FRMD in dealing with financial matters of the Union and provide expert advice to facilitate decision-making. Lead and manage the Budget Division and Extrabudgetary Fund of the Control Unit (EFCU) in the conceptualization and implementation of policies, strategies, plans, projects and approaches for the administration and delivery of financial support services across ITU. Assess progress and determine corrective actions.
- Coordinate the preparation of financial statements & working papers by reviewing, in consultation with the Financial Resources Management Department (FRMD) team, external consultants and relevant departments, the development of ITU financial statements ensuring accuracy and completeness.
- Provide expert advice and capacity building support on ITU's compliance with IPSAS. Ensure through the FRMD team that ITU maintains full compliance with IPSAS requirements.
- Streamline the management of revenue, especially Voluntary Contributions and Trust Funds. Examine and evaluate current processes related to the recording of these revenue streams with the aim of consolidating and improving them. Lead the development of future contributor management requirements in alignment with ITU's resource mobilization strategy, including enhancing contributor visibility, transparency, and reporting. Oversee the development and implementation of best in class systems to support timely, accurate and efficient financial reporting.
- Provide expert advice and guidance to improve ITU's budget processes and ensure financial stability across the Organization. Review the current budgeting methodology and propose options to align ITU's budget preparation with revenue forecasts and the revised financial rules and regulations.
- Lead the development of a strengthened Budget Execution and Monitoring Framework to ensure consistent budget implementation aligned with the ITU Strategic Plan, approved and allocated budget including appropriate planning of activities with available resources.
- Develop a revised budget structure that better integrates statutory and extrabudgetary resources for more effective financial planning.
- Design and implement a multi-year financial planning framework that aligns with ITU's strategic and operational plans in collaboration with stakeholders across ITU.
- Develop policies and tools to integrate revenue forecasts, cost drivers, and policy changes into long-term financial projections.
- Assess the existing Result-Based Management framework with a view to blueprinting the new model of RBM in consultation with all relevant stakeholders. Implement the new Result Based Management (RBM) Framework.
- Lead the review and revision of ITU's Chart of Accounts and Budget Structure to improve transparency, enable performance-based reporting, and align with IPSAS and RBM frameworks.
- Perform other related duties as assigned by the Chief FRMD.

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

- Strong expertise in IPSAS or similar international accounting standards.
- Excellent analytical, organizational, and leadership skills.
- Effective communication skills with the ability to work in a multi-cultural environment.
- Proven expertise in formulating, implementing, and evaluating strategic budget plans aligned with organizational objectives.
- Practical knowledge of identifying, analyzing, and managing budgetary risks, including the development of contingency plans.
- Demonstrated ability to engage with external consultants, auditors, and other key stakeholders.
- Up-to-date knowledge of relevant financial regulations and legislation.
- Proficiency in accounting software, Microsoft Excel, data analysis tools, and other relevant financial software is preferred.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in accounting, finance, 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.

FCCA, FCA, CPA or similar certification is desirable.

Experience:

At least ten years of progressively responsible experience in professional accounting experience as well as in a supervisory role, managing a team, or leading major accounting or financial projects, including at least five at the international level, preferably in a public sector or international organization.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

A minimum of 7 years of hands-on experience in working with International Public Sector Accounting Standards (IPSAS) or equivalent international accounting standards, is essential.

Significant experience in the preparation and clearance of financial statements, including working papers and compliance measures, is required.

Prior experience in developing financial policies, procedures, and documentation to support compliance and financial reporting, is required.

Practical experience with Enterprise Resource Planning (ERP) systems, especially related to financial and accounting modules, is essential.

Solid experience in financial analysis, forecasting, and reporting, with the ability to communicate budget matters to non-finance stakeholders and high-level officials, is required.

Demonstrated experience in efficient and effective resource allocation, both human and financial, in a complex, multi-stakeholder environment is required.

Experience in managing budgets funded by multiple sources, including grants, donor contributions, and internal funds, ensuring compliance with each funding source's requirements, is required.

Experience with project management methodologies like PMI or PRINCE2 is desirable.

Experience working with cross-functional teams, including IT, legal, and operations, to achieve accounting and financial objectives is desirable.

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 provision 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 \$ 82,654

Other allowances and benefits subject to specific terms of appointment, please refer to: 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 [Careers](#) 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.