



General Secretariat (GS)

Geneva, 24 November 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/53

Subject: **VACANCY NOTICE No. 2207P-2025/SG-ISD/EXTERNAL/P5 "Head, Safety, Security and Resilience 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 26/01/2026 on ITU career website:

Head, Safety, Security and Resilience 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. 2207P-2025/SG-ISD/EXTERNAL/P5 "Head, Safety, Security and Resilience Division"**

Job Title: Head, Safety, Security and Resilience 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 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.

Head, Safety, Security and Resilience Division

Vacancy notice no: 2207

Sector: SG

Department: ISD

Country of contract: Switzerland

Duty station: Geneva

Position number: IS06/P5/407

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 January 2026

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 Information Services Department (IS) is the focal point for the ITU information technology services, managing ERP, CRM, documents, information systems and infrastructure, service-desk, library, archives and information management services, safety and security (both physical and logical), to support staff both at Headquarters and in the Field, as well as delegates attending conferences, meetings and events world-wide. It also promotes ICT collaboration, partnerships and information-sharing and represents ITU in inter-organization meetings and committees related to information technology and security management.

ORGANIZATIONAL CONTEXT

ITU aligns itself with the goal of the United Nations Security Management System (UNSMS) to enable the conduct of United Nations activities while ensuring the safety, security and well-being of personnel and the security of United Nations premises and assets. The ITU's Safety, Security and Resilience Division (SSRD) is under the authority of the Secretary-General, the accountability of the Deputy Secretary-General and the direct supervision of the Chief Information Officer of the Information Services Department (IS).

The Head of SSRD plays a central role in safeguarding the Organization's personnel, assets, and operations across all duty stations. The incumbent is ITU's Security Focal Point, responsible and accountable to the Deputy Secretary-General and the Chief of IS, for providing professional Security and Safety Risk Management (SRM), and Resilience services to enable and support the safe, secure and resilient delivery of ITU's mandate.

The Division is responsible for developing and implementing policies and procedures related to physical security, emergency preparedness, crisis management, and organizational safety and resilience. This includes assessing the operational context, identifying and analyzing safety and security risks to personnel, assets, operations and programmes, and implementing resilient solutions to mitigate or otherwise manage risks.

DUTIES AND RESPONSIBILITIES

The incumbent is responsible for ensuring ITU's management and staff meet their obligations within the UNSMS, and will:

- Lead the strategic direction, planning, and management of the Division's operations and staff performance by aligning the work of the Division with organizational goals. Oversee the definition of objectives and the development of workplans.
- Develop, implement, and monitor safety, security and resilience policies, procedures, and standards in line with ITU policies, international best practices, UN System requirements, and Host Country regulations.
- Manage ITU's Security and Safety Risk Management System to ensure its development and continuous compliance through the implementation of a strategic security plan aligned with ITU's Strategic Plans and Risk Management Policies. Oversee the provision of threat monitoring, security risk analysis and management, security advisory services to ITU management and staff, and ensure appropriate mitigation measures are in place across all duty stations and venues.
- Ensure a robust emergency preparedness and response capability is in place to address international and domestic safety or security events. Provide incident management where there is an exceptional risk to the safety and security of ITU personnel, premises and assets. Support ITU's Organizational Resilience Strategy and plans. Provide timely and authoritative advice to senior management and personnel during emergencies or security incidents.
- Represent the Organization in inter-agency security forums and working groups and serve as the primary liaison with UN security bodies, host country authorities, government officials, police, military, intelligence, specialist providers, subject matter experts, diplomatic missions, international organizations, intergovernmental and non-governmental organizations, and internal stakeholders on all matters of safety, security, and resilience.
- Oversee adherence to all security policies, procedures, plans, and processes, promoting understanding and support for security requirements in business processes, and reporting compliance metrics to internal governing bodies. Ensure compliance with duty of care obligations and advocate for the well-being of delegates and staff. Ensure the development and implementation of a staff security training strategy and promote a culture of safety, security awareness and resilience.
- Implement and monitor the Division's budget and security-related budgets, resources and assets. Ensure active management of results-based targets and monitor financial expenditure to proactively address budgetary needs, assisting in identifying funding for unexpected projects. Manage SSRD procurements, including conducting needs assessments and benchmarks and overseeing the performance of security contractors.
- Carry out any other duties as assigned and perform additional activities that may be required.

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
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Highest level of integrity, tact, and discretion in handling sensitive matters.
- Excellent analytical and decision-making skills to lead in high-stress and evolving situations.
- Ability to navigate policy issues with organizational significance and manage multiple complex tasks.
- Excellent communication, presentation and interpersonal skills, with the ability to maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity.
- Expertise in leading multidisciplinary teams, fostering partnerships and promoting teamwork across organizational boundaries in high-risk matrix environments.
- Strong management skills with hands-on experience applying structured goal-setting frameworks, including SMART objectives, to deliver measurable results.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in security management, risk management, public policy, international relations, business administration, law enforcement, political science, military 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 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 performance-based safety, security, and resilience management, conference and event security, close protection operations, emergency preparedness, crisis response, or a related field, including at least five years at the international level in a leadership role.

Experience in international organizations or the UN System is highly desirable.

Experience in dealing with diplomatic missions and high government authorities would be an advantage.

A Doctorate in a related field may 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 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: [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 [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.