



General Secretariat (GS)

Geneva, 10 December 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/58

Subject: **VACANCY NOTICE No. 2225P-2025/BDT-RO/EXTERNAL/P5 "Senior 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 10/02/2026 on ITU career website:

Senior 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. 2225P-2025/BDT-RO/EXTERNAL/P5 "Senior Advisor"**

Job Title: Senior 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. 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.

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.

Senior Advisor

Vacancy notice no: 2225

Sector: BDT

Department: Regional Offices

Country of contract: Thailand

Duty station: Bangkok

Position number: TD27R/P5/387

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): 10 February 2026

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 regional offices provide assistance to the ITU Member States of the Region, ensuring a close relationship and collaboration. To implement the agreed programs and projects, in accordance with the ITU Strategy Plan and the BDT Action Plan, with the active support of all Departments, providing timely information about their development. To provide proper line management and support, the Regional Directors report to the Director of the BDT.

ORGANIZATIONAL CONTEXT

This position is vital for the regional office and is to be filled rapidly to ensure proper implementation and follow-up of the regional initiatives and strategic plan. The incumbent of the post will report hierarchically to the Regional Director. The incumbent of the post will have a coordination role with other professionals and G staff.

DUTIES AND RESPONSIBILITIES

The incumbent will:

- Successfully manage the full life cycle of assigned regional initiatives, operational plan activities and projects, including the pursuit of prospects:
 - Initiate, establish and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation by private and public sector stakeholders in ITU activities.
 - Develop complete proposals and successfully secure future prospects for ITU, promoting access, use, innovation and skills for the development and deployment of telecommunications/ICTs in Asia and the Pacific countries, contributing to the implementation of the Sustainable Development Goals (SDGs), and responding to the needs of the countries in the region.
 - Develop the appropriate plans and project documents, defining clear goals, deliverables, KPIs and timelines; and identify priority activities and the allocation of appropriate resources.
 - Define the project and risk management frameworks.
 - Drive implementation, monitoring, evaluation and impact assessment of projects, initiatives and activities in the region in accordance with internal procedures, together with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal control rules.
- Strengthen ITU's role and position within the UN Sustainable Development Group:
 - Identify opportunities for partnerships and programme initiatives (and financial support) for activities targeted at specific groups of interest to ITU Member States.
 - Participate, to the extent possible, in the development of the UN Sustainable Development Cooperation Framework (UNSDCF), and contribute to the common country assessments, working with all the UN Agencies in the region, providing ITU, and ITU-D in particular, an additional entry point for partnerships and resource mobilization.
 - Ensure that all ITU technical cooperation activities are aligned with a country's National Plan.
 - Monitor existing and draft UNSDCF agreements to assess the need for further ITU action.
 - Promote and contribute to ITU's expertise in the areas of digital transformation and bridging the digital divide, to ensure advancements in affordable connectivity.
 - Coordinate ITU activities at the country level with the Resident Coordinator (RC) system.
- Improve internal working methods, collaboration, and organization:
 - Support the Regional Director in the coordination of activities between headquarters and regional/area offices, strengthening collaboration, knowledge sharing and effective implementation.
 - Manage and direct knowledge management and capacity development activities within the Regional Office.
 - Manage and direct reporting staff and consultants to ensure full delivery of agreed outputs while fostering a spirit of collaboration, work ethics and team cohesion.
 - Improve ways of working within the region – promoting innovation, modernizing processes, using of technological tools to improve ways of working and delivering on the strategic and operational plans.
 - Promote information sharing, openness, transparency, and collaboration with colleagues in the regional offices and the functional units in the HQ.
 - Support the Regional Director in the coordination of activities between UN agencies and regional/area offices and disseminate any relevant information to office members.
- Perform any other task in his/her field of competence that may be assigned to him/her by the supervisor.

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

- Excellent research skills and very good knowledge of global and regional trends in the area of work.
- Knowledge of digital transformation, strategies and frameworks in the area/region.
- Knowledge of project management principles and methodologies.
- Knowledge of conditions prevailing in the region and a good understanding of the problems and aspirations of countries and members involved.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications, engineering, ICT, social sciences, international relations, development studies, public or business administration. 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 technical 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.

Project management certification is desirable.

Experience:

At least ten years of progressively responsible experience in telecommunications, digital transformation, and ICT for development, preferably acquired in a telecommunications/ICT administration/organization, international/regional organization, or recognized private sector, 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.

Experience in developing and managing development programmes and projects in the ICT or telecommunications sector.

Experience in Asia and the Pacific is desirable.

Proven experience in establishing partnerships and resource mobilization for technical and development assistance, and experience in the UN or international/regional organizations 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 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 \$ 36,757

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.