Geneva, 12 December 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/60

Subject: **VACANCY NOTICE No. 2231P-2025/BDT-DNE/EXTERNAL/P3 ''Cybersecurity Data and Policy Officer''**

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 12/02/2026 on ITU career website:

Cybersecurity Data and Policy Officer

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. 2231P-2025/BDT-DNE/EXTERNAL/P3 ''Cybersecurity Data and Policy Officer''**

Job Title: Cybersecurity Data and Policy Officer

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.

Cybersecurity Data and Policy Officer

Vacancy notice no: 2231
Sector: BDT
Department: DNE
Country of contract: Switzerland
Duty station: Geneva

Position number: TD32P30750
Grade: P3
Type of contract: Fixed-term
Duration of contract: 2 years with possibility of renewal
Recruitment open to: External
Application deadline (Midnight Geneva Time): 12 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 Digital Networks & Environment Department (DNE) is responsible to assist the Member States, especially the G77 countries, in a wide range of ICT development challenges, as basic connectivity, spectrum management, evolution of current to future broadband networks and technologies, enabling universal and affordable access, and strengthening the security through the cybersecurity support. In addition, the DNE Department provides expertise and needed support for emergency telecommunications and the increasingly important and urgent aspects related to the environment and climate change.

ORGANIZATIONAL CONTEXT

The position is located within the Cybersecurity Division of the Telecommunication Development Bureau (BDT), which leads ITU's efforts to strengthen cybersecurity capacity and resilience, particularly in developing countries. The Division manages global initiatives such as the Global Cybersecurity Index (GCI), national cybersecurity strategy development, child online protection, and regional capacity-building programmes. It also plays a key role in fostering international cooperation, advancing cybersecurity policy integration, and supporting evidence-based decision-making across the digital development agenda.

The Officer supports the Division's mandate through a balanced portfolio of responsibilities that include cybersecurity assessment, data analysis, stakeholder engagement, and strategic coordination. A primary focus of the role is to manage the ongoing implementation of the Global Cybersecurity Index (GCI), ITU's flagship benchmarking tool for measuring Member States' cybersecurity commitments and fostering international dialogue. In parallel, the Officer contributes to the design and delivery of divisional projects, regional initiatives, and ITU-wide efforts related to cybersecurity policy, capacity-building, statistics, and the impact of emerging technologies. The role requires close collaboration with ITU regional offices, consultants, Member States, and external partners to ensure the quality, coherence, and visibility of ITU's cybersecurity work. The Cybersecurity Data and Policy Officer also contributes to internal coordination across BDT and the broader ITU to promote integrated and innovative approaches to cybersecurity as part of the Union's digital development priorities. The incumbent works under the supervision of the Head of the Cybersecurity Division and may provide guidance to junior staff and consultants.

DUTIES AND RESPONSIBILITIES

The incumbent will:
- Organize, plan and coordinate the implementation of the Global Cybersecurity Index (GCI), including its periodic updates, data collection, validation, analysis, report development, and ad hoc reporting; oversee and coordinate the work of consultants supporting data collection and validation.
- Organize, plan, and communicate with ITU Regional Offices and support the regional cybersecurity focal points and Member States in planning, implementing, and following up on GCI-related activities and projects, including coordinating the provision of technical training and other related outputs and initiatives.
- Contribute to the design, planning, and execution of activities under divisional projects and initiatives, as required. Conduct studies and review technological trends in Cybersecurity; review developments and trends in Cybersecurity good practices, policy, and compliance aspects in line with the priority areas identified in the ITU- D and the overall ITU strategy on Cybersecurity.
- Provide input and feedback on ITU's cybersecurity-related statistics and indicators to enhance data quality and relevance. Perform required analysis of cybersecurity-related projects involving feasibility studies and systems analysis to support the design, development, and implementation of the services and capabilities to be provided to the Member States.
- Liaise with external partners, speakers, and session moderators to coordinate content development, materials, deadlines, event logistics, and updates to relevant websites; organize meetings and prepare reports on outcomes.
- Draft proposals, presentations, speaking notes, briefings, and background papers to support internal coordination and external strategic engagement.
- Support ITU's participation in United Nations coordination mechanisms and ad hoc initiatives related to emerging technologies and cybersecurity. Provide support in identifying potential partners within relevant stakeholders including governments, international organizations and the private sector.
- Conduct research and monitor Member State engagement initiatives, identifying opportunities for collaboration across projects and programmes. Prepare event agendas, organize meetings and provide meeting/event reports. When required, participate in national, regional and international meetings and seminars and deliver presentations related to Cybersecurity.
- Contribute to the drafting of written outputs, including background papers, analytical briefs, reports, and presentations for internal and external use. Design, plan, and manage project implementations as well as coordinate with relevant ITU staff, technical officers of the Member States, solution providers, and partners for efficient project implementations. Contribute to the procurement of equipment and services to support project implementation.

- Contribute to cross-functional collaboration within the BDT and the wider ITU to support integrated planning and implementation of cybersecurity-related activities. Provide support in planning and execution of cybersecurity activities in a timely and accurate manner while ensuring the delivery of quality outputs. Assist in budget planning and expense management activities of the programme to deliver meaningful outcomes.
- Undertake travel.
- Perform other related tasks 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
Leadership
Networking and Building Partnerships
Planning and Organising

TECHNICAL COMPETENCIES

- Good understanding of cybersecurity and digital policy issues, including international cooperation frameworks and the role of benchmarking tools such as the Global Cybersecurity Index (GCI).
- Strong project management skills, including planning, execution, monitoring, and reporting, with the ability to manage multiple priorities under pressure and meet tight deadlines.
- Excellent communication and stakeholder engagement abilities, with the capacity to coordinate effectively with Member States, regional offices, partners, and internal teams.
- Proven drafting and editing skills, with the ability to produce clear, concise, and technically sound reports, presentations, and background materials.
- Demonstrated problem-solving capacity and adaptability in dynamic contexts, demonstrating a results-oriented approach, with the ability to work both independently and collaboratively.
- High level of professionalism and integrity, with a strong sense of responsibility, commitment to quality outcomes, and motivation aligned with the Organization's objectives.

QUALIFICATIONS REQUIRED

Education:
Advanced university degree in mathematics, international relations, information management 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:
At least five years of progressively responsible experience in the field of cybersecurity, with a focus on cybersecurity policy, strategy development, and digital transformation including at least two at the international level.
Experience in managing or contributing to data-driven initiatives or global indices assessing national or sectoral cybersecurity readiness.
Demonstrated experience in project management, including planning, coordination, and implementation of initiatives in collaboration with diverse stakeholders, is essential.
Experience working with developing countries, including Least Developed Countries (LDCs) and Small Island

Developing States (SIDS), in the context of policy support, capacity development, or multistakeholder engagement is also required. Demonstrated experience in data collection, validation, and analysis, with the ability to ensure data accuracy, interpret findings, and support evidence-based decision-making.
A Doctorate in a related field can be considered as a substitute for two 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 $ 70,212 + post adjustment $ 63,191
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.