



## General Secretariat (GS)

Geneva, 5 January 2026

E-mail: [HRerecruit@itu.int](mailto:HRerecruit@itu.int)

To the Director-General

### **Circular letter No. 26/01**

Subject: **VACANCY NOTICE No. 2236D-2026/SG-A&F/EXTERNAL/D2 "Chief Administration and Finance"**

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 05/03/2026 on ITU career website:**

#### **Chief Administration and Finance**

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. 2236D-2026/SG-A&F/EXTERNAL/D2 "Chief Administration and Finance"**

## Job Title: Chief of Administration and Finance

### 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.*

### Chief of Administration and Finance

**Vacancy notice no:** 2236

**Sector:** SG

**Department:** A&F

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** AF01/D2/254

**Grade:** D2

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 5 March 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, Administration and Finance advises the Secretary General on human and financial resources management, and procurement. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. Efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results. Administration and Finance also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial and budgetary matters, with a goal to strengthen ITU's financial system.

## DUTIES AND RESPONSIBILITIES

Under the direction of the Secretary-General, the Chief of Administration and Finance is responsible for the implementation of the ITU mandate by providing the necessary managerial, administrative and logistical support required in the following areas: human resources, budget and finance, and procurement services. He/she acts as principal adviser to the Secretary-General on all related matters; plans, organizes, implements, manages and oversees all related activities ensuring the development, preparation, coordination and monitoring of overall related work plans, strategies and programs, the establishment of sound policies, procedures, practices, standards and tools consistent with ITU policy and practice, taking into consideration policies, rules and regulations of the UN Common System. He/she also represents ITU in inter-organization meetings (HLCM, ICSC, Working Groups, etc.) on related matters.

- Organizes, develops and directs the activities pertaining to the ITU human resources development, management and security policy in line with ITU's strategic objectives ensuring the preparation of proposals for the Union's general policy on personnel matters, directing the development and implementation of existing or new personnel policies, procedures, programmes and systems, providing strategic and policy advice to the Secretary-General, senior managers and Chiefs of Departments on organizational and managerial questions, staff resources, and participating as adviser to, or secretary of, ITU statutory committees, conferences and other bodies dealing with personnel and security matters.
- Oversees and ensures sound, effective, and forward-looking financial planning, monitoring and management of the Union's budget in accordance with the requirements of the Constitution and Convention of the Union, the resolutions and decisions of the Plenipotentiary Conference and the Council, ensuring the development and implementation of medium to long-term financial planning and income forecasting in consultation with the Chiefs of Departments of ITU, the establishment of sound financial policies, procedures, techniques and practices, efficient major financial management systems across ITU, overseeing the management of ITU's financial investments and assets both at Headquarters and in the Regions and the response to Internal and External Auditors on financial policies, procedures and internal control.
- Oversees the planning, organization and management of all ITU procurement activities and the provision of support, advice, instructions and guidance to ITU staff and experts at all stages of the process and provides advice to management on auditors' performance reports on procurement activities.
- Oversees the planning, organization and management of all ITU travel activities, providing support, advice, instructions, and guidance to ITU staff and experts at all stages of the process, as well as oversight regarding the travel service provider. In addition, provides advice to management on auditors' performance reports on travel activities.
- 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  
 Leadership  
 Networking and Building Partnerships  
 Planning and Organising  
 Successful Management

## TECHNICAL COMPETENCIES

- Excellent managerial skills in the relevant fields of the position. Mature judgment.

- Excellent negotiating skills and the ability to establish and maintain effective working relationships with officials at all levels in an international environment.
- Demonstrated ability to advise senior management on personnel, financial and administrative policies, strategies and priorities and to formulate procedures and plans.
- Excellent conceptual and analytical abilities.
- Demonstrated ability to formulate and implement staff and management development plans.
- Strong ability to organize, delegate work, and supervise staff effectively.
- Ability to communicate clearly and effectively, both orally and in writing, including the preparation of clear and concise reports.
- Knowledge of and ability to use information systems effectively.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in business or public administration, human resources management, finance, accounting, law, telecommunications, or related fields. 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

### **Experience:**

At least twenty years of progressively responsible experience in the management of organizational issues including human resources, finance and general administration, ten of which must be at the international level, and ten years of experience at an executive management level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience within an organization of the UN Common System and knowledge of the structure and working procedures of ITU would be an advantage.

### **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 \$ 128,422 + post adjustment \$ 115,580

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 [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.