



## General Secretariat (GS)

Geneva, 27 January 2026

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

To the Director-General

### **Circular letter No. 26/03**

Subject: **VACANCY NOTICE No. 2253P-2026/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 30/03/2026 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. 2253P-2026/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:** 2253

**Sector:** BDT

**Department:** Regional Offices

**Country of contract:** Egypt

**Duty station:** Cairo

**Position number:** TD28R/P5/425

**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):** 30 March 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 must be filled promptly to ensure the effective implementation and follow-up of regional initiatives and the strategic plan. The incumbent will report

hierarchically to the Regional Director and will have a coordination role with other professional staff and General Service (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 comprehensive proposals and successfully secure future prospects for ITU, promoting access, use, innovation and skills for the development and deployment of telecommunications/ICTs in Arab States countries contributing to the implementation of the Sustainable Development Goals (SDGs), and responding to the needs of countries in the region.
  - Develop plans and project documents, defining clear goals, deliverables, KPIs and timelines; and identify priority activities and allocate appropriate resources.
  - Develop project and risk management frameworks.
  - Drive the implementation, monitoring, evaluation and impact assessment of regional projects, initiatives and activities, in collaboration with colleagues at headquarters and in regional/area offices, ensuring the quality of work and compliance with applicable internal procedures and internal control rules.
- Strengthen ITU's role and position within the UN Sustainable Development Group:
  - Identify partnership opportunities (including financial support) for activities targeting areas of interest to ITU Member States in the region.
  - Participate in and facilitate, as appropriate, ITU's involvement in the UN Sustainable Development Cooperation Framework (UNSDCF), and contribute to Common Country Assessments, working with all UN agencies in the region and providing ITU with additional entry points for partnerships and resource mobilization.
  - Coordinate ITU activities at the country level with the Resident Coordinator (RC) system.
  - Ensure that all ITU technical cooperation activities are aligned with national development plans.
  - Monitor existing and draft UNDAF agreements to assess the need for further ITU action.
  - Promote and contribute to ITU's expertise in spectrum management, standards development, and bridging the digital divide, to support advancements in affordable connectivity.
- Improve internal working methods, collaboration, and organization:
  - Support the Regional Director in coordinating activities between headquarters and regional/area offices to strengthen collaboration, knowledge sharing, and effective implementation.
  - Support, coordinate and promote the work of all ITU Bureaux within the region.
  - Manage and direct knowledge management and capacity development activities within the Regional Office.
  - Manage and supervise reporting staff and consultants to ensure the timely delivery of agreed outputs while fostering a spirit of collaboration, work ethics and team cohesion.
  - Improve ways of working within the region by promoting innovation, modernizing processes, and using technological tools to enhance efficiency and delivery of strategic and operational plans.
  - Promote information sharing, openness, transparency, and collaboration with colleagues in regional offices and functional units at headquarters.
  - Support the Regional Director in coordinating activities between UN agencies and regional/area offices and disseminate relevant information to office members.
- Perform any other duties within his/her field of competence as may be assigned 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 trends in the relevant field of work.
- Knowledge of regulatory frameworks in the area/region.
- Knowledge of project management principles and methodologies.
- Experience and knowledge of prevailing conditions in the region, with a strong understanding of the challenges, needs and aspirations of the countries and members concerned.

## QUALIFICATIONS REQUIRED

### Education:

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic engineering), with some specialization in telecommunications or in social sciences, international relations, development studies, public administration, 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.

### Experience:

At least ten years of progressively responsible experience in the above-mentioned fields, preferably acquired in a telecommunications/ICT administration/organization, an international or regional organization, or a recognized private agency, including at least five years of experience at the international level. A doctorate in a related field can be considered as a substitute for three years of work 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 \$ 30,564

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.