



General Secretariat (GS)

Geneva, 4 February 2026

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 26/05

Subject: **VACANCY NOTICE No. 2256P-2025/BDT-DDR/EXTERNAL/P3 "Programme 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 06/04/2026 on ITU career website:

Programme 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. 2256P-2025/BDT-DDR/EXTERNAL/P3 "Programme Officer"**

Job Title: Programme 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.

Programme Officer

Vacancy notice no: 2256

Sector: BDT

Department: Regional Offices

Country of contract: Thailand

Duty station: Bangkok

Position number: TD27R/P3/900

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): 6 April 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

Under the direction and supervision of the Programme Coordinator, and in close collaboration with other ITU officers in the Regional Office and Area Offices, as well as thematic clusters, the post

provides support for regional activities by planning, coordinating, monitoring and implementing administrative activities, training, programmes and projects, and by providing assistance to the ASP member countries.

DUTIES AND RESPONSIBILITIES

The incumbent:

- Participates in regional and national activities, mainly organizing cybersecurity workshops to benefit ITU members, and designs methodological documents and tools to describe the overall context, identifies similar needs among countries and proposes regional/subregional projects, studies, actions and initiatives to assist them in fulfilling their needs.
- Identifies and analyses the needs of developing countries in the region for ITU assistance to improve safe and secure connectivity and use of ICT services; prepares agreements and project documents and ensures follow-up throughout the negotiation and approval process with external and internal ITU counterparts, ensuring a smooth, efficient and timely process.
- Provides support to RO colleagues in designing projects and prepares, in collaboration with HQ colleagues and a specialist, if required, project documents based on the identified needs of countries, UN partners and other national, regional, and international institutions; assesses their feasibility and impact; provides technical advice and prepares documentation for approval of projects by the Regional Director.
- Participates in the mobilization of resources and the expansion of partnerships and memberships for activities related to telecommunication development in the region; provides technical support to administrations in formulating project and activity requests; coordinates with national administrations, regulators or operators, UNCTs or other partners to ensure that action is taken for the approval and implementation of projects and activities.
- Liaises with APT, UN agencies, various regional bodies, institutions and development banks with a view to securing financial and other resources for the development of telecommunications in Asia and the Pacific.
- Contributes to the preparation of the draft Operational Plan by analysing requests received and proposing actions for the implementation of WTDC outcomes and Regional Initiatives; prepares a draft budget for each proposed activity; assists with the coordination and monitoring of its implementation in the region when approved.
- Coordinates, monitors and implements administrative and programmatic activities related to the implementation of regional, sub-regional and national projects under the responsibility of the Regional Office; analyses progress and prepares reports; guides and orients the contributions of consultants, project personnel, donors, institutions and governments towards the achievement of the project objectives.
- Serves as a Regional office focal point for assigned countries and liaises with country focal points to develop priorities for ITU support and implement technical cooperation activities; attends and contributes to the work of the respective UNCTs and joint activities and represents ITU in UNCT meetings and activities.
- Attends meetings, conferences and events; prepares presentations on topics related to ITU/BDT activities in Asia and the Pacific and drafts speeches.
- Performs any other related duties that may be assigned by the Regional Director.

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
 Networking and Building Partnerships
 Planning and Organising

TECHNICAL COMPETENCIES

- Excellent research skills and very good knowledge of global trends in the area of work.
- Knowledge of cybersecurity frameworks in the region.
- Knowledge of project management principles and methodologies.
- Proven knowledge of digital transformation, in particular cybersecurity, in the region and proven skills in conducting research would be an advantage.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications engineering, business or public administration, information systems, social sciences 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 above fields.

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 telecommunication/ICT development related activities, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience.

Experience within the telecommunication or ICT sector in the Asia and Pacific region, and in project formulation and management for technical cooperation, is required. Experience in engaging with and contributing to the work of UN agencies 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 \$ 70,212 + post adjustment \$ 25,417

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.