



General Secretariat (GS)

Geneva, 27 February 2026

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 26/12

Subject: **VACANCY NOTICE No. 2266P-2026/BDT-RO/EXTERNAL/P5 "Head of the ITU Area Office and Innovation Centre for South Asia"**

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 27/04/2026 on ITU career website:

Head of the ITU Area Office and Innovation Centre for South Asia

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. 2266P-2026/BDT-RO/EXTERNAL/P5 "Head of the ITU Area Office and Innovation Centre for South Asia"**

Job Title: Head of the ITU Area Office and Innovation Centre for South Asia

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.

Head of the ITU Area Office and Innovation Centre for South Asia

Vacancy notice no: 2266

Sector: BDT

Department: Regional Offices

Country of contract: India

Duty station: New Delhi

Position number: TD27R/P5/778

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): 27 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

The incumbent of the post will report directly to the Regional Director of the ITU Regional Office for Asia and the Pacific.

DUTIES AND RESPONSIBILITIES

He/She will:

- Successfully manage the full life cycle of assigned regional initiatives, operational plans and technical cooperation projects:
 - Lead ITU's work on thematic priorities related to digital innovation, advanced technologies, ICT infrastructure, e-governance, digital applications and/or capacity development.
 - Establish, maintain and expand excellent relationships with the host country and ITU Member States covered by the Area Office, as well as with potential ITU members.
 - Initiate, establish, and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation of private and public sector stakeholders in ITU activities.
 - Develop project proposals and successfully secure funding for ITU projects promoting digital access, use, innovation and skills for the development and deployment of telecommunications/ICTs in Asia and the Pacific, in particular South Asia, in response to countries' needs and contributing to the implementation of the Sustainable Development Goals (SDGs).
 - Develop project documents and implementation plans, with clear goals, deliverables, KPIs and timelines; identify priority activities and allocate appropriate resources based on the RBM principle.
 - Oversee the implementation of 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 quality of work and compliance with applicable internal procedures and internal control rules.
 - Represent ITU at meetings and conferences, as appropriate.
- Strengthen ITU's role and position within the UN Sustainable Development Group
 - Identify opportunities for UN partnerships (including financial support) for activities targeting specific areas of interest to ITU Member States in the region.
 - Participate in and facilitate, to the extent possible, ITU's involvement in UNCTs and UN Sustainable Development Cooperation Frameworks (UNSDCF), contribute to the Common Country Assessments, and work closely with UN agencies in South Asia.
 - Lead the development of evidence-based, data-driven analysis on the status of ICT development in South Asia as a basis for Common Country Assessments and other ITU work.
 - Coordinate the implementation of ITU activities at the country level with Resident Coordinators (RC) in South Asia.
 - Ensure that all ITU technical cooperation activities are aligned with national development plans and UNSDCFs.
 - Lead gender mainstreaming and digital inclusion across ITU projects, initiatives and activities and implement UN approaches and measures to promote gender equality.
 - Monitor the development and implementation of UNSDCFs and assess the need for further ITU action.
 - Contribute to reporting on ITU activities and achievements, and represent ITU at various UN bodies and committees, including HLPF, LDC conferences and CSTD, as appropriate.
- Establish and 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 of activities.
 - Coordinate and promote the work of all ITU Bureaux within the region, in particular South Asia.

- Manage and evaluate the performance of staff and consultants in the Area Office, ensuring full delivery of agreed outputs while fostering a spirit of collaboration, teamwork, work ethic, transparency and accountability.
 - Prudently manage day-to-day office operations, including procurement, expert recruitment, financial and asset management, in full compliance with ITU service orders, policies and regulations.
 - Ensure full compliance with UNDSS security recommendations and information security measures applicable to the Area Office.
 - Lead staff capacity development and promote innovation and the use of digital tools to improve ways of working and delivery of strategic and operational plans.
 - Contribute to ITU media campaigns, social media, and public relations/outreach efforts in South Asia.
- Perform any other tasks 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 a strong knowledge of global and regional trends in the above-mentioned areas of work.
- Sound knowledge of ICT policy and regulatory frameworks, infrastructure and digital innovation in the region.
- Solid understanding of project management principles and methodologies.
- Good knowledge of the prevailing conditions in the region as well as clear understanding of the challenges and priorities of the countries concerned.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications, information systems, engineering or related fields, with some specialization in telecommunications or in social sciences, law, 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 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 fields mentioned above, preferably acquired in a telecommunication/ICT administration/organization, an international/ regional organization, or a recognized private sector entity, including at least five years at the international level. Professional experience in managing culturally diverse teams and team- building is considered an asset. Proven track record in developing and implementing technical cooperation projects that mainstream gender

perspectives and mobilize resources is desirable. A doctorate in a related field can be considered as a substitute for three years of professional 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 \$ 100,165 + post adjustment \$ 34,457

Other allowances and benefits subject to specific terms of appointment, please refer to: [What We Offer](#)

ADDITIONAL INFORMATION

Nationals of the countries where ITU Area and Regional Offices are located will normally not be recruited or assigned to international professional positions in their home country.

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.