



General Secretariat (GS)

Geneva, 30 July 2026

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 26/35

Subject: **VACANCY NOTICE No. 2389P-2026/BDT-RO/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 30/09/2026 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. 2389P-2026/BDT-RO/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 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: 2389

Sector: BDT

Department: Regional Offices

Country of contract: Panama

Duty station: Panama City

Position number: TD26R/P3/663

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): 30 September 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 of the Regional Director for the Americas and supervision of the ITU Area representative, Central America, and in close collaboration with other ITU officers in HQ, Regional Offices and Area Offices as well as BDT

Thematic Clusters. The post provides support for regional activities of the Union by planning, managing, monitoring, and implementing activities, programmes and projects and helping fields colleagues.

DUTIES AND RESPONSIBILITIES

1. Participates in regional activities mainly organizing digital inclusion workshops to benefit vulnerable groups and advisory missions and designs methodological documents and tools to describe the overall context, identifies similar needs among the countries and proposes regional/sub regional/multi-country projects, studies, actions, and initiatives to assist them in fulfilling their needs.
 2. Identifies and analyses the needs of developing countries in the Region for ITU's assistance to improve connectivity and use of ICT services and applications; prepares agreements and project documents and ensures the follow up throughout the negotiation and approval process with external and internal ITU counterparts ensuring a smooth, efficient, and timely process.
 3. Provides support to field colleagues in designing joint projects and prepares, in collaboration with colleagues and a specialist if required, project documents based on the identified needs and available means of the countries, with UNCT, with UN sister agencies and with other national/regional/international institutions; assesses their feasibility and impact; provides technical advice and prepares recommendations for approval of projects by the ITU Area Representative, Central America and the Regional Director.
 4. Participates in the mobilization of resources and identification of potential sources of funding for activities related to the telecommunication development in the Region; provides technical support to administrations in formulating project/activities requests for submission to funding sources by national planning and coordination authorities; follows up on administrative processes with national administrations, regulators or operators, the UN or other funding sources to ensure that action is taken for the approval and implementation of projects and activities.
 5. Liaises with the various regional bodies, institutions, and banks with a view to secure financial and other resources for the development of telecommunications.
 6. Contributes to the preparation of the draft Operational Plan by analysing requests received and proposing actions to fulfil priorities set by the Regional Initiatives preparing the draft budget for each proposed activity, including activities of digital skills development and capacity building; assists with the coordination and monitoring of its implementation in the Region when approved.
 7. Coordinates, monitors, and implements administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Area Office or 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's objectives.
 8. Implements the decisions/recommendations of World and Regional Development Conferences; works in close cooperation with BDT clusters, those pertaining to the Region
 9. Contributes to the strengthening and follow-up of ITU engagement within the UN system, including UNSCDF and joint projects, particularly through Resident Coordinator Offices (RCOs).
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10. Plans, monitors, maintains the IT Infrastructure of the Area Office including servers, LANs, leased line connectivity, Wi-Fi connectivity and upkeep of IT devices for Area Office as well as collaborate in keeping up to date the ITU Regional Office webpage in close collaboration with the IT team at ITU HQ.

11. Attends meetings, conferences, or events; prepares presentations on topics related to ITU/BDT activities in the Americas Region and drafts speeches.

12. Carries out any other tasks in his/her field of competence that may be assigned to him/her.

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 understanding of the ICT/Telecommunication ecosystem (including roles and responsibilities of diverse stakeholders) at the global and regional level, in the Americas Region.
- Very good knowledge of global and regional emerging trends in field of ICT/Telecommunication, i.e., technologies, policies and regulatory frameworks.
- Excellent research, drafting and presentation skills.
- Knowledge of project management principles and methodologies.
- Knowledge of the regulatory scenario in the Region would be an advantage.
- Knowledge of Results-Based Programme Development and Management would be an asset.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in, telecommunications engineering, ICTs or economics/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 the post, 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 sector in the Americas Region 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 **\$ 71,335** + post adjustment **\$ 22,185**

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.