



General Secretariat (GS)

Geneva, 15 October 2026

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 26/45

Subject: **VACANCY NOTICE No. 2425P-2026/BDT-PPS/EXTERNAL/P4 "Study Groups 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 15/12/2026 on ITU career website:

[Study Groups 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. 2425P-2026/BDT-PPS/EXTERNAL/P4 "Study Groups Advisor"**

Job Title: Study Groups 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 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.

Study Groups Advisor

Vacancy notice no: 2425

Sector: BDT

Department: PPS

Country of contract: Switzerland

Duty station: Geneva

Position number: TD55/P4/511

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 15 December 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)

To be successful, BDT must create clear and simple mechanisms to develop partnerships with donors, foundations, and the private sector, and coordinate the delivery of these resources to meet the needs of Member States. The Projects, Partnerships & Digital Skill Department (PPS) provides a forum for Member States to collaborate in our Study Groups. To create the necessary synergy, resource mobilization and project design are combined in this department. The Department is responsible for the strategic planning that will properly position the BDT to accomplish its organizational goals and objectives, fostering partnerships and mobilizing resources. As well, it provides expertise in the areas ICT capacity and digital skills development, essential activity to help to close the Digital Divide. It also undertakes initiatives and activities in the framework of the WTDC Plan of Action and strengthen relations with the ITU-D membership.

ORGANIZATIONAL CONTEXT

Under the supervision of the Chief, Projects, Partnerships and Digital Skills (PPS) Department, the Study Group Advisor plans and implements the activities in view of the ITU-D objectives and activities, especially ITU-D Study Groups. The ITU-D Study Groups work under the leadership of appointed chair, vice-chair, rapporteurs and vice-rapporteurs, and are supported by BDT focal points and the Study Group Secretariat.

The Advisor is accountable to deliver outputs within prescribed time, cost and quality standards and foster a collaborative spirit and cooperation to achieve results; and operates in compliance with organizational regulations and rules and takes responsibility towards the successful achievement of the delegated assignment.

DUTIES AND RESPONSIBILITIES

- Coordinate overall functioning of ITU-D study groups to ensure effective use of resources and efforts and act as expert and secretary to one or more ITU-D study group(s) and related groups.
- Establish and maintain good relations with all categories of participants/delegates and partners in the work of the study groups to ensure the smooth flow of information between Member States, representatives of ITU-D Sector Members, Associates, and Academia and ITU. Explore and manage innovative working methods (e.g. collaborative tools, participatory content development, workshops, remote participation) to improve the services delivered to the membership.
- Contribute to the strategic planning of the BDT in collaboration with others in the PPS and across clusters, as appropriate. Continuously and consistently explore ways in which the study group products, activities and related processes can be improved, and develop new methodologies and tools to meet the needs of the membership.
- Take responsibility for the preparation and implementation of the BDT Operational Plan as far as study groups are concerned (identification and formulation of actions, key results, key performance indicators and assessments) based on which budget allocations are made. Manage the budget of study group(s).
- Assist the chair and rapporteurs of study group(s) in preparing and conducting their meetings, and in managing the work of the study group(s). Assist the Secretary to the study group plenary meetings as well as committees and working groups of ITU-D conferences and other events as required.
- Review and study all contributions and documents received and consult with submitting ITU members as required; decide on their treatment referring to their authors and ensuring that they have been fully coordinated within the BDT as required; and ensure their approval, release and distribution to study group chair, rapporteurs and others concerned. Manage the process through which study groups' documents are approved for publication.
- Draft documents (reports, liaison statements, questions, recommendations, etc.) for consideration by the chair of ITU-D study group(s). In close collaboration with BDT focal points, ensure the technical accuracy and comprehensiveness of these documents. Prepare reports to TDAG and WTDC on the study groups' activities and any other matters that fall within the responsibility of the study group(s).
- Manage the outputs and follow-up of meetings on behalf of the study group chair; call upon relevant BDT focal points to provide expert opinions within the terms of reference of the ITU-D study group(s) and ensure liaison with other study groups in the two other Sectors on subjects of mutual interest.

DUTIES AND RESPONSIBILITIES

- Liaise with other ITU-D, ITU-T and ITU-R study groups and other groups and organizations on subjects of mutual interest. Identify opportunities and establish frameworks for collaboration, interaction and partnerships.
- Develop and implement strategies and actions to promote partnerships and mobilize resources for the successful implementation of ITU-D study groups in close cooperation and coordination

with others in the PPS, other Departments in BDT, other Bureaus, and General Secretariat and ITU regional/area offices.

- Contribute to the preparation of documents to ITU-D TDAG, WTDC, Council, Plenipotentiary Conferences and other meetings relating to ITU-D study group(s).
- Contribute to fostering awareness, engagement, and participation in the work of the ITU-D Study Groups. This includes organizing onboarding and orientation sessions for new delegates; supporting the organization of public workshops and other knowledge-sharing events held in conjunction with Study Group and Rapporteur Group meetings; and developing communication and promotional materials related to Study Group activities in close collaboration with the BDT Communications Team.
- Maintain and regularly update the ITU-D Study Group website and online platforms, ensuring that information, documents, meeting schedule, outcomes and other relevant resources are accurate, timely, and accessible to members.
- Manage the provision of fellowships, interpretation and translation services for Study Group meetings, workshops, and related activities, working closely with relevant ITU departments and services to ensure effective and timely delivery. Manage staff in the Study Group Service.
- Any other additional related activities that may be required to ensure the success of the team.

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

TECHNICAL COMPETENCIES

- Proven ability to organize meetings, write reports, carry out research and data collection, maintain protocol and information flow.
- Demonstrated skills in the fields of database and website development, remote participation, results-based management, project management.
- Ability to deliver results and have a systematic efficient approach to work.
- Excellent problem-solving skills including a demonstrated ability to understand and analyse complex situations.
- Tact, diplomacy and ability to work effectively with officials at all levels and of different national, cultural and disciplinary background.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in law, economics, business administration/management, Information Technology, International development, finance, telecommunication/ICT policy and/or engineering, computer science, or related fields, 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 above fields.

For internal candidates a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in telecommunication/ICT policy issues or closely related areas involving digital development, international policy coordination, stakeholder engagement, and multilateral cooperation, including at least three at the international level.

Experience in supporting international expert groups, inter-governmental bodies, policy discussions, and the preparation of technical and policy documents is desirable.

A Doctorate in a related field can be considered as a substitute for three years of working 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 **\$ 86,027** + post adjustment **\$ 72,004**

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.