



General Secretariat (GS)

Geneva, 11 August 2020

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 36**

Subject: **Vacancy Notice No. 39P-2020/BDT-DDR/EXTERNAL/P5**

Dear Sir,

The post described in the Annex is to be filled at ITU in a Field Office.

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 11/10/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

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,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 39P-2020/BDT-DDR/EXTERNAL/P5**



*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.*

## VACANCY NOTICE N° 39P-2020/BDT-DDR/EXTERNAL/P5

Date of Issue: 11 August 2020  
Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Advisor

Post Number: TD28R/P5/425

Deadline for Applications (23.59 Geneva CH) : **11 October 2020**

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment Duty Station: Cairo, Egypt

Grade: P5

### Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

### Organization Unit:

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation

of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

### Duties / Responsibilities

Under the supervision of the Regional Director, the incumbent will perform the following duties:

- 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 complete 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), responding to the needs of the countries in the region.
  - Develop plans and project documents, defining clear goals, deliverables, KPIs and timelines; and identify priority activities and allocation of appropriate resources.
  - Develop project and risk management frameworks.
  - Drive implementation, monitoring, evaluation and impact assessment of regional projects, initiatives and activities in collaboration with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal procedures and internal control rules.
  
- Strengthen ITU's role and position within the UN Sustainable Development Group:
  - Identify opportunities for partnerships (and financial support) for activities targeted at the specific areas of interest to ITU Member States in the region.
  - Participate in and facilitate, to the extent possible, ITU's involvement in the UN Sustainable Development Cooperation Framework (UNSDCF), and contribute to the common country assessments, working with all the UN Agencies in the region, providing ITU, an additional entry point 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 country National Plans.
  - Monitor existing and draft UNDAF agreements to assess the need for further ITU action.
  - Promote and contribute to ITU's expertise in the areas of spectrum management, brokering standards and bridging the digital divide, to ensure advancements in affordable connectivity.
  
- Improve internal working methods, collaboration, and organization:

- Support the Regional Director in the coordination of activities between headquarters and regional/area offices, to strengthen collaboration, for 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 direct reporting staff and consultants to ensure full delivery of agreed outputs while fostering a spirit of collaboration, work ethics and team cohesion.
  - Improve ways of working within the region - promoting innovation, modernizing processes, using technological tools to improve ways of working and delivering on the strategic and operational plans.
  - Promote information sharing, openness, transparency, and collaboration with the colleagues in the regional offices and the functional units in the HQ.
  - Support the Regional Director in the coordination of activities between UN agencies and regional/area office, and disseminate any relevant information to office members.
- Perform any other task in his/her field of competence that may be assigned to him/her by the supervisor.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Excellent research skills and very good knowledge of global trends in the area of work. Knowledge of regulatory frameworks in the area/region. Knowledge of project management principles and methodologies. Experience and knowledge of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries and members involved.

## Qualifications required

### Education:

Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), with some specialization in telecommunication or in social sciences, international relations, development studies, public or business administration 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 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 fields, preferably acquired in a telecommunication/ICT Administration/organization, international/ regional organization, or

recognized private agency, including at least five years at the international level. 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.)

Additional Information:

**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 as set within the UN Common System for salaries and allowances.

Annual salary from \$ 88'162 + post adjustment \$ 25'920

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment