



General Secretariat (GS)

Geneva, 11 December 2020

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 50**

Subject: **Vacancy Notice No. 54P-2020/BDT-DNS/EXTERNAL/P5**

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 11/02/2021 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. 54P-2020/BDT-DNS/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 NO. 54P-2020/BDT-DNS/EXTERNAL/P5

Date of Issue: 11 December 2020

Currently accepting applications

*Applications from women are encouraged*

Functions: Head, Future Networks & Spectrum Management (Access) Division Post Number: TD35/P5/776

Deadline for Applications (23.59 Geneva CH) : 11 February 2021 Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment Duty Station: Geneva, Switzerland

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 Digital Networks & Society Department is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges (in particular,

climate change and e-waste), and for promoting innovation, ICT applications/services, digital inclusion and ecosystems, with the ultimate goal to 'leave no one behind'.

### Duties / Responsibilities

Under the supervision of the Chief, Digital Networks & Society Department, the Head of Future Networks & Spectrum Management (Access) Division serves as leader for the team. The incumbent will perform the following duties:

- Lead and provide strategic guidance to the team to ensure the successful implementation and monitoring of activities and projects objectives as well as the effective management of the resources of the Division, in line with Result Based Management (RBM) and Result Based Budgeting (RBB) disciplines and within the Digital Networks and Society Department mandate.
- Provide leadership and strategic guidance in the organization and coordination of the Division's core activities related to the fields of the post, including elaboration of projects, creation of innovative partnerships and organization of workshops and meetings.
- Work in close collaboration with relevant Study Groups of ITU-R, ITU-T and ITU-D and with specialized secretariats of Radiocommunication and Telecommunication Standardization Bureaus; provide information and advice on subjects of importance to developing countries for the planning, organization, development, and operation as well as management of their future/broadband networks, sound/television broadcasting systems/networks and of their spectrum management systems and tools, and on conformance and interoperability, and last mile connectivity.
- Provide telecommunication/ICT advice, expertise and assistance to Member States relating to the planning, organization and development of their systems and infrastructures.
- Serve, as per his/her competence, as a Focal Point to relevant Study Questions of ITU-D Study Groups.
- Develop principles and techniques for broadband networks, effective spectrum management, sharing criteria and methods, techniques for spectrum monitoring and long-term strategies for spectrum utilization and economic approaches to national spectrum management, conformance and interoperability providing access to broadband networks including last mile connectivity, as well as, in association with the appropriate bodies of the ITU, facilitate the collection and dissemination of information concerning appropriate computer applications prepared for the implementation of relevant Recommendations.
- Coordinate technical activities involving the preparation of manuals, guides, and appropriate telecommunication systems by introducing computer applications in network planning, operations and maintenance through development/modification of appropriate software programmes, (computer-supported database management system).
- Contribute to the development and implementation of training programmes in the fields of the post.
- Contribute to world and regional telecommunication development conferences, Study Groups, as well as in specialized seminars, symposia, and meetings, presenting relevant papers in the field of his/her specialty.
- Organize, coordinate and lecture at seminars and symposia on new technological developments, methods, standards, and tools in the fields of the position.
- Keep abreast of technological developments and trends in the fields of expertise.

- Work flexibly and responsibly according to business needs.
- Perform other related duties as assigned.

## 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:** Knowledge of technology solutions for connectivity. Knowledge of various broadcasting techniques and spectrum management tools and systems. Up-to-date knowledge of modern technological trends, methods and applications envisaged for both the sound and television broadcasting industry and the spectrum management standards and tools. Understanding of ITU radio regulations. Very good interpersonal skills with the ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity. Proven ability to prepare written reports that are clear, concise, and meaningful and to communicate orally effectively.

## Qualifications required

### Education:

Advanced university degree in Radiocommunication or related field in Science or Engineering, with evidence of specialization in the engineering aspects of sound and television broadcasting or of specialization in spectrum management, OR education from a reputed college of advanced education with diploma of equivalent standard to that of an advanced university 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 planning, operation, engineering and management of sound and television systems and networks as well as in spectrum management methods, tools, and systems, including at least five years in an international environment. 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 \$ 78,905

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