



General Secretariat (GS)

Geneva, 31 July 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 37

Subject: **Vacancy Notice No. 28P-2019/BDT/EXTERNAL/P3**

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 30/09/2019 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 28P-2019/BDT/EXTERNAL/P3**



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° 28P-2019/BDT/EXTERNAL/P3

Date of Issue: 31 July 2019

Currently accepting applications

Applications from women are encouraged

Functions: Coordination Officer

Post Number: TD01/P3/1318

Deadline for Applications (23.59 Geneva CH) :
30 September 2019

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Duties / Responsibilities

Under the direction of the BDT Director, the incumbent is responsible for performing the following duties:

- Provides executive management support on key external activities undertaken by the office of the BDT Director. Serves as Focal Point for the Geneva Group.
- Undertakes research as requested by the Director, and prepares briefing notes, recommendations and follow-up reports, as necessary.
- Provides the Director with background information drawn from sources such as the activities of the Bureaux and the General Secretariat.
- Liaises and coordinates with competent ITU Bureau/Departments to compile relevant information as required by the Director.

- Prepares technical briefings for the Director for conferences and meetings and assists the Director at those conferences and meetings.
- Reviews all invitations and proposed missions addressed to the Director; assesses their importance and priority; collaborates with the Director, taking into account the Director's schedule and commitments, for Director's decision on attendance; prepares response to such invitations based on the Director's decision.
- Plans, with the assistance of the competent Departments of the Secretariat, the Director's missions; coordinates mission plans (schedule, interlocutors, topics, speeches); ensures that the relevant documentation is prepared; assists the Director during his/her mission whenever required; and coordinates follow-up activities.
- Provides assistance in overseeing documents submitted; alerts and provides advice; and prepares recommendations for the Director.
- Coordinates special intersectoral projects and ensure their follow-up.
- Performs any other related duties in order to ensure the success of the BDT Director Office.

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; Networking and Building Partnership, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge and experience in ICT and digital development issues. Excellent writing, speaking and reporting skills in English.

Qualifications required

Education:

Advanced university degree in Business Administration, Public Administration, Social Science 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 related to the post, with experience in areas such as project management, management consulting, sales and marketing, and business development, including at least two at the international level. Experience in managing complex relationships across different stakeholder groups (government, civil society, private sector) would be an advantage. A Doctorate in a related field can be considered as a substitute for two 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 \$ 60,233 + post adjustment \$ 42,765

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

Remuneration

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 \$

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

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