



General Secretariat (GS)

Geneva, 27 October 2021

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 50**

Subject: **Vacancy Notice No. 55P-2021/BDT-DKH/EXTERNAL/P2**

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 27/12/2021 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. 55P-2021/BDT-DKH/EXTERNAL/P2**



*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. 55P-2021/BDT-DKH/EXTERNAL/P2

Date of Issue: 27 October 2021  
Currently accepting applications

*Applications from women are encouraged*

Functions: Associate Capacity Development Officer

Post Number: TD44/P2/762

Deadline for Applications (23.59 Geneva CH) : 27 December 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: P2

### 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 Knowledge Hub Department is responsible for providing best practices and information to support the public policy decisions of ITU Member States. This department provides a platform for the members, as well as for external entities such as researchers, the private sector and other development agencies, to obtain critical information on digital trends,

information society developments and digital skills. In addition to consolidating ITU's position as the recognized global source for regulatory information and ICT data, this department is responsible for the work of ITU-D Study Groups. Finally, this department provides capacity and digital skills building programmes.

### Duties / Responsibilities

Under the direction of the Head, Capacity & Digital Skills Development Division, the incumbent is responsible for providing assistance in the area of capacity and skills development with special emphasis on learning and development activities for the ITU membership by promoting, recommending and implementing new approaches, models, initiatives and partnerships. To this end the incumbent performs the following duties:

- In collaboration with ITU staff and experts in various domains, coordinates the delivery of global and regional capacity development workshops, training courses and/or e-learning activities through the ITU Academy platform.
- Through the ITU Academy, coordinates the organization of training resources and promotes their use by other BDT divisions and Bureaux, Centres of Excellence (CoEs), Digital Transformation Centres (DTCs), and other ITU training and development partners. In this respect, provides technical and pedagogical support to participants, tutors, coordinators and ITU staff on the ITU Academy platform. Prepares financial reports for all collected fees via the ITU Academy and gathers proof of payments from users paying by bank transfer. Develops progress reports and statistics on capacity development activities, including those carried out by other BDT divisions and external partners.
- Recommends upgrades of the ITU Academy platform in collaboration with the service provider and ITU IS department and supervises the contractual agreement with the service provider.
- Supports the production and development of high-quality training resources and multimedia materials on key telecommunications/ICT topics.
- Supports the organization and promotion of the Division's products and services related to capacity and digital skills development.
- Liaises with ITU Centres of Excellence regarding online and face-to-face courses, statistics, Steering Committee meetings, and templates.
- Drafts articles on e-learning development for the Division's publications disseminated through the ITU website, ITU Academy pages or other electronic media or printed materials.
- Performs any 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; Networking and Building Partnerships, and; Planning and Organizing.

- **Essential Technical Competencies:** Ability to establish priorities and efficient work plans. Excellent communication skills, both oral and written, and good presentation skills. Expert knowledge of design software applications, e.g. Adobe Illustrator or similar, Google Analytics and online marketing tools is a requirement. Expert knowledge of Learning Management Systems, Content Management Systems and digital repository systems, e-learning practices and online collaboration technics using advanced communication technologies is a requirement.

## Qualifications required

### Education:

University degree in Business 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 a university degree in one of the fields above.

### Experience:

At least three years of progressively responsible experience in the field of the post. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in a related field can be considered as a substitute for two years of working experience. Experience with content and learning management systems is a requirement.

### 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 \$ 47,895 + post adjustment \$ 38,987

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