Geneva, 17 December 2021

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 59

Subject: **Vacancy Notice No. 66P-2021/BDT-DDR/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 17/02/2022 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. 66P-2021/BDT-DDR/EXTERNAL/P3**

VACANCY NOTICE NO. 66P-2021/BDT-DDR/EXTERNAL/P3

Date of Issue: 17 December 2021 Currently accepting applications	*Applications from women are encouraged*
Functions: Programme Officer	Post Number: TD23/P3/365
Deadline for Applications (23.59 Geneva CH) : 17 February 2022	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 (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

The ITU Office for Europe, located at the ITU Headquarters in Geneva, works closely with stakeholders from 46 Member States of the Europe region, making sure that together with ITU they can advance digital transformation at the national, regional, and global level.

Under the direction and supervision of the Head of the ITU Office for Europe, and in close collaboration with other ITU officers in HQ, Regional Offices and Area Offices as well as BDT Thematic Clusters, the incumbent performs the following duties:

- Manages, coordinates, monitors, and implements programmes and projects, ensuring their alignment with regional priorities of Europe, cluster's objectives and the overall ITU strategic framework, in particular the ITU-D Buenos Aires Action Plan and the resulting Regional Initiatives for Europe. Monitors advancements in the field of expertise. Provides advice to peers, management, and colleagues.
- Provides programme and project management and support, defines project/revision requirements and specifications; suggests joint activities to support the regional programme in line with the Regional Initiatives for Europe. Identifies, proposes, and develops cooperation opportunities. Serves as a technical specialist for cooperation programmes and projects (regular programme and extrabudgetary). Prepares and drafts, as necessary, inputs for project documentation, including budgets.
- Initiates, supervises, and reviews the completion of duties by programme, project and office support staff on programmes/projects/actions under their responsibility, according to predetermined and clarified priorities and objectives.
- Follows up project/programme/action budget implementation and financial situations, reporting status and raising potential issues with managers. Identifies prospective donors and actively participates in meetings.
- Monitors, organizes, and conducts programme and project evaluations. Edits and compiles relevant documentation to enable project and programme work. Analyses and applies background history and documentation of projects, identifying and proposing amendments to strategies and decisions in adding technical value.
- Monitors developments at the level of the Regional Telecommunication Organization for Europe, i.e. The European Conference of Postal and Telecommunication Administrations (CEPT) and other regional organizations dealing with ICTs, including and not limited to European Commission, ETSI, ENISA, BEREC, EAPeReg, Regional Cooperation Council (RCC), ETNO, Digital Europe, others, while seeking opportunities for building partnerships and synergies.
- Liaises with and provides technical support to national, sub-regional, regional, and international institutions and organizations, including other agencies within the United Nations system. In the context of the UN Sustainable Development System, of which

ITU is the member, facilitates identification of needs, priorities for technical assistance and cooperation opportunities within the UN system, while facilitating ITU's contribution to the UN Country Teams, UN Common Country Assessments, the Development Cooperation Frameworks, coordination mechanisms of the Regional UN System for Europe and Central Asia as well as UN Brussels Team, working to build understanding and support for UN system activities within the EU institutions and amongst a wider public in Europe.

- Attends international, regional, national meetings and participates in technical groups (including ITU Study Groups, Focus Groups, BDT Cluster Coordination Meetings, others), as requested by the Deputy Director & Chief of Department and/or Head of the ITU Office for Europe; facilitates exchange of information on ICT practices in the Europe Region, while remaining informed on subject matter developments; prepares relevant contributions, documentation, and presentations.
- Provides inputs and recommendations regarding the planning and organization of the work, resolving implementation problems and responding to internal technical and administrative demands.
- Supports effective implementation of the communication and engagement strategy of the ITU Office for Europe to ensure strengthened ITU's outreach across Europe region and target European Membership as well as other European stakeholders (including private sectors, academia, civils society, development banks, financing institutions, verticals, others); contributes to the promotion of partnerships by identifying and liaising with attracting programme or project partners, funding partners and /or ITU member.
- Carries out any other tasks in his/her field of competence that may be assigned to him/her.

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:** Excellent understanding of the ICT ecosystem (including roles and responsibilities of diverse stakeholders) at the global and regional level, in particular in Europe. Very good knowledge of global and regional emerging trends in field of ICTs, i.e. technologies, policies and regulatory frameworks. Excellent research, drafting and presentation skills. Knowledge of project management principles and methodologies.

Qualifications required

Education:
Advanced university degree in telecommunications, ICTs or economics/management 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 of the post, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in project management would be an advantage.

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 $ 60,962 + post adjustment $ 50,598

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.

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