



## General Secretariat (GS)

Geneva, 24 June 2019

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 26**

Subject: **Vacancy Notice No. 21D-2019/BDT-DDR/EXTERNAL/D2**

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 25/08/2019 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. 21D-2019/BDT-DDR/EXTERNAL/D2**



*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° 21D-2019/BDT-DDR/EXTERNAL/D2

Date of Issue: 24 June 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Deputy to the Director, Chief, Field Operations Coordination Department

Post Number: TD02/D2/340

Deadline for Applications (23.59 Geneva CH) : **25 August 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: D2

### 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.).

### Organization Unit:

Within the Telecommunication Development Bureau (BDT) of ITU, the Deputy to the Director and Chief of the Administration and Operations Coordination Department (DDR) is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, strategic, financial and operational planning process. The Department is responsible for leading the operational planning, assessment and reporting process within the framework of the Action Plan as adopted by the World Telecommunication Development Conference in coordination with the Heads of the other Departments in the Bureau and Regional Directors. The Department is responsible for management of the Administration Division (ADM), the Support Division (SUP) and the IT Support Service. The Department is also responsible for coordinating conferences and events preparation and for monitoring the implementation of decisions emanating from ITU and BDT governing bodies including Council,

Conferences and Assemblies of the other Sectors for matters of relevance to BDT as well as from the Telecommunication Development Advisory Group. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

## Duties / Responsibilities

Under the direction of the Director of the Telecommunication Development Bureau (BDT) and as a leader and expert, the incumbent serves as a Deputy to the Director and Chief of Department. To this end the incumbent performs the following duties:

- Supervises the work of the ITU Regional Offices, ensuring proper delegation of authority and accountability to the Regional Offices, as approved by the Director.
- Organizes the Bureau's cooperation with the Regional Telecommunications organizations in partnership with the Regional offices in order to ensure maximum cooperation and efficiency.
- Coordinates the Bureau's operational plan and BDT input to the ITU Strategic Plan and other ITU and BDT planning documents and processes.
- Acts as the principal focal point with the UNDSG, UNDP and other UN agencies working in the areas of development and technical cooperation.
- Consult and liaise with the General Secretariat Departments, such as HR, Legal, Procurement, etc., in support of BDT project proposals, funding arrangements and procurement agreements and strategic advice the BDT Director.
- Ensure the harmonization, in collaboration with BDT senior managers, of all BDT projects in order to avoid overlaps, increase efficiency and ensure consistency of projects within the Bureau, whether managed at HQ or at the regional level.
- Acts as Focal lead for internal and governmental audits on programmes and projects.
- Ensures the support and coordination of programmes and activities undertaken in all regions.
- Provides support to the organization and implementation of all major meetings organized by BDT, including TDAG, WTDC and BDT-related PP events.
- Investigates and resolves critical issues related to resources mobilization in order to ensure good relations with the UN system, regional development banks, national governments and other external funding sources, such as foundations, corporations and private sector and maximize effectiveness of BDT's regional programmes/project efforts in the framework of the UN SDGs.
- Provides support for all high-level and experts consultations with BDT from Member States and BDT Sector Members, Associates and Academia.
- Serves as a management resource to the BDT Director, providing expert advice and strategic planning assistance, as needed. Provides coaching, as needed to BDT senior staff.
- Takes advantage of the presence of delegations from Member States, and high level experts in Geneva, to coordinate meetings with the BDT Director and other BDT departments, as needed.
- Represents the Director and/or BDT at internal and external meetings, conferences.
- Acts for the Director in his/her absence. Carries out other duties assigned by the Director.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

- **Essential Functional Competencies:** Planning and Organizing; Analysis, Judgment and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Capacity to comprehend and clearly articulate telecommunication and ICT development needs, having carefully considered socio-economic and other pertinent regional factors. Knowledge and application of results-based management methodologies and management principles. Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives; High level of negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

## Qualifications required

### Education:

Advanced university degree in telecommunications, management, economics, law, administration 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

### Experience:

At least twenty years of progressively responsible experience in the field of telecommunications, technical cooperation or development, including extensive managerial experience and at least ten 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 \$ 110,169 + post adjustment \$ 72,822

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

---

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