



## General Secretariat (GS)

Geneva, 31 July 2019

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

To the Director-General

### **Circular letter No. 36**

Subject: **Vacancy Notice No. 27P-2019/BDT-DDR/EXTERNAL/P4**

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. 27P-2019/BDT-DDR/EXTERNAL/P4**



*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° 27P-2019/BDT-DDR/EXTERNAL/P4

Date of Issue: 31 July 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Evaluation Planning and Reporting Officer

Post Number: TD02/P4/364

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: P4

### 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 supervision of the Deputy to the Director, BDT, the incumbent will support the implementation of results-based management (RBM), manage results and report on BDT's performance. The incumbent performs the following duties:

- Coordinates strategic and operational planning, monitoring and reporting, and risk management. This task includes the coordination of the effective implementation of related ITU-D Resolutions and preparing reports to ITU governing bodies (TDAG, WTDC, Council, PP) as requested by such Resolutions.
- Coordinates RBM, strategic planning, performance monitoring and reporting, and risk management; leads the preparation of content and background documents; liaises with high-level experts and senior officials; and oversees the preparation of the outcomes and summaries of these activities.
- Plans and coordinates the organization of meetings. Prepares inputs and contributions to CWG, TDAG Council and the PP Conference reports, reviews proposals prepared by ITU Membership, coordinates inputs from Bureau related to the implementation of WTDC, Council and PP Conference Decisions and Resolutions and prepares consolidated reports.
- Provides specialized advice and guidance to the Bureau on the implementation of RBM activities; develops internal RBM guidelines and procedures; and develops internal communication and knowledge management tools to support organizational learning and knowledge sharing as required.
- Undertakes researches and adapts and employs relevant RBM and corporate management good practices from other UN system organizations and relevant UN advisory and coordination bodies, as well as other international organizations, Member States, and other organizations, as appropriate.
- Undertakes project and programme evaluations and ensures all relevant policies and procedures are created and kept up to date.
- Ensures all BDT activities have proper and consistent KPIs and develops the appropriate reporting tools.
- Carries out surveys or consultations with Member States on their national priorities and needs.
- Performs other related duties assigned by the Deputy to the Director.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Innovation and Facilitating Change; Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Demonstrated knowledge of ICT trends and policy developments in telecommunications and ICTs. Knowledge of corporate management trends, different methodologies and a broad awareness of wider managerial developments. Up to date with evolving and emerging issues and risks. Expert knowledge of RBB and RMB systems and concepts, including KPIs and dashboard reporting. Knowledge of management of international

organizations, including but not limited to results-based management, performance and risk management, change management and knowledge management in the United Nations context.

## Qualifications required

### Education:

Advanced university degree in political science, business administration, telecommunications or 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

### Experience:

At least seven years of progressively responsible experience in the ICT environment, preferably in strategic planning or results based-management role in an international setting, including at least three years 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 \$ 72,637 + post adjustment \$ 51,572

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