



General Secretariat (GS)

Geneva, 22 September 2021

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 42

Subject: **Vacancy Notice No. 48P-2021/BDT-DNS/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 22/11/2021 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. 48P-2021/BDT-DNS/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 NO. 48P-2021/BDT-DNS/EXTERNAL/P3

Date of Issue: 22 September 2021

Currently accepting applications

Applications from women are encouraged

Functions: Circular Economy Coordinator

Post Number: TD36/P3/544

Deadline for Applications (23.59 Geneva CH)
: 22 November 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: 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 Digital Networks & Society Department is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity, and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges (in particular, climate change and e-waste), and for promoting innovation, ICT

applications/services, digital inclusion, and ecosystems, with the ultimate goal to 'leave no one behind'.

Duties / Responsibilities

Under the supervision of the Head of the Environment and Emergency Telecommunications Division, the incumbent will perform the following duties:

- Coordinate the BDT programme of work on the Circular Economy for Electronics related to waste electrical and electronic equipment (WEEE) activities of the thematic priority on "Environment" to ensure all regions and operations relating to this subject matter are in line with the overall theory of change of the thematic priority, by liaising directly - and expanding activities - with regional focal points and project managers from across the Bureau.
- Lead in the Bureau's activities related to national WEEE management policy technical assistance at the country level to create a productive and efficient environment for policy and regulatory development by ITU Member States, by working closely with ITU regional offices and their constituent ICT Ministries and ICT Regulators.
- Develop the circular economy related workload of the "Environment" thematic priority to expand the Bureau's portfolio in this area and to grow the concept of closed loop management of resources among the ICT sector and other electronics manufacturers and service providers, in particular by leading the Bureau's role in the E-waste Coalition and the Circular Electronics Partnership.
- Coordinate the consultants and experts carrying out WEEE data support and WEEE policy support related activities of the Bureau, by also working closely with the partners of the E-waste Coalition and the Global E-waste Statistics Partnership, to promote the combination of strengthened capacity building, simultaneously, on both WEEE policy and WEEE data at the country level.
- Conduct continued outreach, partnership development and fundraising at the national, regional and international level, in collaboration with the E-waste Coalition, ITU regional offices and other ITU sectors, to strengthen the WEEE and circular economy related partnership network of the Bureau, with the objective to keep at the forefront of thinking and seize new opportunities, first, when they arise and to develop new BDT projects on the circular economy.
- Steer all new WEEE related research activities of the "Environment" thematic priority to ensure that the Bureau's outreach materials, such as reports and thought papers, remain at the forefront of thinking, by identifying the gaps in current international discourse and the interests of the private sector and governments in overcoming the barriers of transitioning to a circular economy for electronics.
- Organize, plan, and coordinate ICT-related meetings and seminars, in close cooperation with the ITU Regional Offices and identify new and forward-looking topics and liaise with speakers and experts.
- Ensure that the Division's web site which is aimed at supporting and promoting the EET Division's activities is kept up-to-date; identify innovative approaches and make recommendations on ways to improve the dissemination of relevant information.
- Perform 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; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Knowledge of the international WEEE management sector and the actors operating in this field. Experience in developing national WEEE management policies and engaging stakeholders in this development. Understanding of all the key WEEE regulatory framework concepts, financing models and responsibilities. Familiarity with all the key definitions and concepts, such as extended producer responsibility, and those relating to WEEE management and the circular economy. Exposure previously to leading circular economy for electronics initiatives at the international level. Expertise in the forefront areas of the WEEE management discussion where barriers to improvement exist.

Qualifications required

Education:

Advanced university degree in a branch of ICTs/telecommunications, engineering, international cooperation, environmental sciences, environmental management, business management or international policy 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 fields of activity of the post, including in developing countries, and at least two years at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Proven experience in drafting and working in English.

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 \$ 50,720

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