



General Secretariat (GS)

Geneva, 26 February 2021

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 10

Subject: **Vacancy Notice No. 16P-2021/SGO/EXTERNAL/P5**

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 26/04/2021 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. 16P-2021/SGO/EXTERNAL/P5**



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. 16P-2021/SGO/EXTERNAL/P5

Date of Issue: 26 February 2021

Currently accepting applications

Applications from women are encouraged

Functions: Head, Investigation Unit

Post Number: SG15/P5/92

Deadline for Applications (23.59 Geneva CH) : **26 April 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: P5

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Organization Unit:

ITU Investigation Unit is responsible for performing independent investigations to ensure the effective, efficient, and economical management and use of the financial, human, technological and intangible resources of ITU. The role of the Unit is to investigate allegations, or presumptions, of misconduct and Proscribed Practices, in accordance with ITU's Staff Regulations and Rules, policies and procedures in the respect of individual rights of participants to the investigation.

Duties / Responsibilities

The Head, Investigation Unit reports to the Secretary-General. The incumbent exercises operational independence in the conduct of his/her duties. She/he shall remain free from any interference, including regarding the selection, scope, procedures, frequency and timing of investigation activities, access to records the communication of results. The incumbent will perform the following duties:

- Conduct investigations of a high priority, sensitive and/or complex nature such as: investigation of allegations of misconduct or proscribed practices, including retaliation, harassment, fraud and corruption, by ITU Personnel or individuals, organizations or companies that have business dealings with ITU. This includes obtaining and reviewing relevant evidence, preparing investigation plans, conducting interviews.
- Lead the development, definition and establishment of the objectives, strategy, work plan and budget of the Investigations Unit; ensure the timely monitoring, reporting and evaluation of results and accomplishments; manage, allocate and monitor the Investigations Unit's financial, logistical and staff resources, including contracted external consultants for specialized investigation work.
- Plan, organize and implement, in consultation with the Secretary-General, a comprehensive investigation programme, including the development and implementation of investigation policies and procedures, following the Uniform Guidelines for Investigations.
- Ensure that all investigations and inquiries are carried out following the ITU's Staff Regulations, Staff Rules, policies and procedures, including ITU's Investigation Guidelines, and prepare, on a timely basis, professional and comprehensive reports on all investigations undertaken or coordinated by the Investigations Unit.
- Provide support for appropriate mechanisms by which individuals can report potential misconduct or proscribed practices to ITU.
- Prepare and issue an independent report annually to the Secretary-General for the ITU Council's consideration specifying the number and general nature of matters handled by the Investigations Unit and the outcome of the Unit's activities during the preceding year.
- Identify and highlight patterns of misconduct or proscribed practices and report any significant and recurring trends to the Ethics Office and to the ITU Internal Audit Unit, and to any other function within the ITU that needs to be made aware of such trends (for taking appropriate action).
- Keep abreast of investigation standards and practices in other international organizations; participate in meetings of peer investigations offices or functions within the UN System and among other like-minded international organizations such as: annual meetings of the Conference of International Investigators and the UN's Representatives of Investigation Services.
- Perform any other related duties as required.

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; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Extensive proven expertise at a senior level in investigative techniques in a corporate or multi-cultural setting. Ability to conduct high-level investigations in a confidential, thorough, sensitive and timely manner. Effective communication, presentation and report writing skills. Courtesy, tact, sensitivity and discretion to manage confidential information. Ability to establish and maintain credibility and trust throughout ITU. Ability to work effectively with staff and managers at all levels, emphasizing on developing trust and demonstrating fairness and objectivity. Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office, Excel, PowerPoint and Outlook. Other IT skills and knowledge of other software programs such as Visio, Microsoft SharePoint and Project.

Qualifications required

Education:

Advanced university degree in industrial psychology, human resources management, business administration, law, criminal investigations 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in legal activities and/or investigation related functions, including at least five years at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in conducting high priority, complex and/or sensitive investigations. Experience with an international or multilateral public institution is desirable. Experience with international investigation activities is desirable. A professional certification in investigations is desirable. Previous experience in conducting investigations of an administrative nature with a UN organization, intergovernmental organization or similar, and working in developing countries would be advantageous.

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 \$ 88,162 + post adjustment \$ 78,464

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