



General Secretariat (GS)

Geneva, 16 February 2021

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 9

Subject: **Vacancy Notice No. 13P-2021/TSB-SGD/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 19/04/2021 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. 13P-2021/TSB-SGD/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. 13P-2021/TSB-SGD/EXTERNAL/P5

Date of Issue: 16 February 2021

Currently accepting applications

Applications from women are encouraged

Functions: Study Groups Counsellor

Post Number: ST04/P5/278

Deadline for Applications (23.59 Geneva CH) : **19 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 Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

Organization Unit:

The Study Groups Department (SGD) is responsible for facilitating, managing and supporting the work of the ITU-T study groups in the development of global telecommunication standards (ITU-T Recommendations) and other documents and databases related to standardization. It provides the counsel and secretariat for the Sector's study groups, focus groups and other ad hoc groups. Particular attention is given to "Bridging the Standardization Gap", i.e., to strengthen the participation of developing countries in the standards making process. The Department maintains

close relations with the ITU Radiocommunication and Telecommunication Development Sectors and takes part in their work as required. Likewise, it cooperates with other global standards organizations such as ISO and IEC as well as recognized industry forums and consortia.

Duties / Responsibilities

Under the supervision to the Chief of the Study Groups Department, the incumbent performs the following duties:

- Acts as technical expert and secretary to one or more Study Group(s), Focus Group(s) and other groups:
 - Assists the Chairmen and management teams in the running of such groups by being an active and pivotal member of the Management or Coordination Team, providing expert advice, preparing scenarios of meetings with complex agendas, taking into account competing stakeholders' interests, political sensitivity, market demands and technical issues, preparing background material, organizing and conducting meetings.
 - Studies all contributions, analyses content of texts to assure appropriate cross-referencing, inter-study group or other coordination required, consults submitting bodies as appropriate.
 - Ensures follow-up implementation of meeting conclusions (recommendations and other deliverables).
 - Prepares draft texts (recommendations, reports, questions) for consideration by the Study Groups and/or the World Telecommunication Standardization Assembly, provides input on the technical accuracy and comprehensiveness of all such texts.
 - Prepares texts approved by the study group or focus group for publication, ensuring the technical accuracy and completeness.
- Conducts and presents the results of studies on the technical aspects of questions referred to the secretariat; collects, analyses statistics of different nature and writes summaries and tendencies reports for consideration by the TSB Management and the ITU-T Membership.
- Ensures coordination between the group(s) for which she/he is responsible and other groups with overlapping interests, in particular in managing the complexity of co-located meetings and monitoring the links between standardization work accomplished in the different groups.
- Identifies areas for improvement in working methods, introduces innovative processes, prepares and conducts pilot trials (e.g. holding of electronic interim meetings), analyzes results, reports on findings to the study group or Telecommunication Standardization Advisory Group (TSAG) and coordinates the deployment and implementation of the new processes.
- Manages, coordinates and improves on the use of specific ITU-T tools and databases by ITU-T members and external bodies.
- Writes the technical content of the web pages and the promotional material of the study group(s) or focus groups(s) for which she/he is responsible, delivers presentations on their activities to technical as well as nontechnical audiences by participating to seminars, workshops, and other events. Writes technical publications and coordinates the production of ITU-T handbooks and other non-normative publications.

- Liaises with other ITU-T, ITU-R, and ITU-D Study Groups and with other external Standard Developing Organizations on subjects of mutual interest. Identifies opportunities and establishes frameworks for collaboration, interaction, and partnerships. Promotes and facilitates existing partnerships. Initiates cross-organization programmes in areas of common interest and in alignment with the Bureau's and the Sector's mission.
- Represents TSB/ITU-T in ad-hoc groups, working parties, committees of the Sector (TSAG, WTSA) or externally in international meetings and with other Standards Developing Organizations, acting as authoritative voice and advocate for the Bureau and ITU-T. Acts as world-class expert to give technical advice to other groups, sectors, regional and international organizations, and national telecommunication administrations.
- Coordinates activities and inputs, in the groups under his/her responsibilities, towards the implementation of the WSIS action plan.
- Keeps abreast of developments and advancements in telecommunications, information, and communication technologies (ICT), and in the field of standardization.
- Performs 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; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Excellent knowledge of ITU-T activities, specifically ITU-T Study Groups, Focus Groups and conferences; ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives; ability to build and motivate teams and achieve effective results in alignment with TSB & ITU-T's priorities goals. Ability to maintain effective working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity. Proven ability in writing policy, technical and administrative reports.

Qualifications required

Education:

Advanced university degree in the field of ICTs/telecommunications, engineering, mathematics, international cooperation, business administration 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the ICT telecommunications industry and membership-based organizations specializing in technology innovation, member engagement, community building and events, including at least seven years at a senior level, providing support and strategic advice at Executive level, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience engaging developing countries with respect to standard process and application.

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 \$ 78,817

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