Geneva, 31 October 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 51

Subject: **Vacancy Notice No. 32P-2019/SG-IS/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 01/01/2020 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 32P-2019/SG-IS/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° 32P-2019/SG-IS/EXTERNAL/P4

Date of Issue: 31 October 2019
Currently accepting applications

Applications from women are encouraged

Functions: ORMS Coordinator

Post Number: IS06/P4/193

Deadline for Applications (23.59 Geneva CH) :
1 January 2020

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 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:
Within the General Secretariat, the Information Services Department (IS) is the focal point for the ITU information technology services, managing ERP, CRM, documents, information systems and infrastructure, service-desk, library, archives and information management services, safety and security (both physical and logical), to support staff both at Headquarters and in the Field, as well as delegates attending conferences, meetings and events world-wide. It also promotes ICT collaboration, partnerships and information-sharing and represents ITU in inter-organization meetings and committees related to information technology and security management.

Duties / Responsibilities

Under the supervision of the Head, Safety & Security Division (SSD), the incumbent, in respect of the seven core elements of Organizational Resilience Management System (ORMS) will perform the following duties:

- Manage the implementation of the Organizational Resilience Management System in order to continually improve organizational resilience within ITU globally, including ITU headquarters, Field Offices, and event activities.
- Lead the development and coordination of ITU's ORMS including the seven core elements of ORMS; liaise with UN ORMS actors; monitor and help to implement change for best practices.
- Manage and develop policy/guidelines/standard operating procedures (SOP); liaise with the United Nations Department for Safety and Security (UNDSS) concerned actors; research, plan, prepare and manage crisis management (CM) exercises; and provide specialist advice on crisis management to the Head, SSD and Crisis Management Team (CMT).
- Contribute, in collaboration with the Strategic Communications Division, to the development of internal and external crisis communication and the implementation of best practices crisis communication tools.
- Provide technical advice and support to the Head, SSD and the CMT at the planning stages and during an actual crisis.
- Liaise with the Canton of Geneva emergency services concerned with CM in the context of mass casualty incident response; liaise with the United Nations Office at Geneva (UNOG), ITU Medical Service, Staff Counsellor and Human Resources Management Department (HRMD) for the development of crisis management best practices for support to staff, survivors and their families.
- Manage and maintain the development of Business Continuity Management System (BCMS) and Business Continuity (BC) Policy.
- Manage and maintain the development of the Business Continuity Plan (BCP) and Activity Recovery Plan (ARP) templates, and ensure global completion.
- Manage and review Strategic Business Impact Analysis (SBIA), BIA and Business Risk Assessments and help to drive change and alignment with best practices.
- Liaise with IS, business managers and business IT specialists and coordinate with the ICT Business Continuity/Disaster Recovery Manager to maintain the development of the IT Disaster Recovery (ITDR) policy and plan.
- 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:** Innovation and Facilitating Change; Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation, and; Successful Management.
- **Essential Technical Competencies:** Sound understanding of CM, security management, threat and risk assessment and BC methodologies and best practice; Ability to provide internal awareness, training, advice and support within the ORMS; Knowledge and understanding of field security operations and policies of the United Nations Security Management System, and; Demonstrated ability to prepare CM for external events, conferences and meetings.

Qualifications required

Education:
Advanced university degree in political science, international relations, crisis management, military affairs, public administration, law enforcement, law or a related field OR education in 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 security, risk and/or disaster management, crisis management and/or business continuity management, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience of the UN Security Management and Crisis Management systems; of carrying out security and business risk assessments; and certification in areas of security, crisis or risk management and BC, would be an advantage. Experience of working within project teams, and of planning projects would be an advantage. Experience of working for international organizations and in varied locations is an advantage.

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 $ 55,713

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.

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