



General Secretariat (GS)

Geneva, 22 December 2020

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 54**

Subject: **Vacancy Notice No. 57P-2020/BDT-DDR/EXTERNAL/P3**

Dear Sir,

The post described in the Annex is to be filled at ITU in a Field Office.

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 22/02/2021 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. 57P-2020/BDT-DDR/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. 57P-2020/BDT-DDR/EXTERNAL/P3

Date of Issue: 22 December 2020

Currently accepting applications

*Applications from women are encouraged*

Functions: Programme Officer

Post Number: TD26R/P3/663

Deadline for Applications (23.59 Geneva CH) : **22 February 2021**

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment Duty Station: Tegucigalpa, Honduras

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 office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation

of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

### Duties / Responsibilities

Under the supervision of the Director of the Regional Office for the Americas, the incumbent performs the following duties:

- Participates in regional activities mainly organizing digital inclusion workshops to benefit vulnerable groups and advisory missions and designs methodological documents and tools to describe the overall context, identifies similar needs among the countries and proposes regional/sub regional projects, studies, actions, and initiatives to assist them in fulfilling their needs.
- Identifies and analyses the needs of developing countries in the Region for ITU's assistance to improve connectivity and use of ICT services; prepares agreements and project documents and ensure the follow up throughout the negotiation and approval process with external and internal ITU counterparts ensuring a smooth, efficient, and timely process.
- Provides support to field colleagues in designing projects and prepares, in collaboration with colleagues and a specialist if required, project documents based on the identified needs and available means of the countries, the UNDP/ UNCT and other national/regional/international institutions; assesses their feasibility and impact; provides technical advice and prepares recommendations for approval of projects by the ITU Area representative, Central America and the Regional Director.
- Participates in the mobilization of resources and identification of potential sources of funding for activities related to the telecommunication development in the Region; provides technical support to administrations in formulating project/activities requests for submission to funding sources by national planning and coordination authorities; follows up on administrative processes with national administrations, regulators or operators, the UNDP or other funding sources to ensure that action is taken for the approval and implementation of projects and activities.
- Liaises with the various regional bodies, institutions, and banks with a view to secure financial and other resources for the development of telecommunications.
- Contributes to the preparation of the draft Operational Plan by analysing requests received and proposing actions to fulfil priorities set by the Regional Initiatives preparing the draft budget for each proposed activity, including activities of digital skills development and capacity building; assists with the coordination and monitoring of its implementation in the Region when approved.
- Coordinates, monitors, and implements administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Regional Office; analyses progress and prepares reports; guides and orients the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of the project's objectives.

- Implements the decisions/recommendations of World and Regional Development Conferences; works in close cooperation with BDT clusters, those pertaining to the Region.
- Plans, monitors, maintains the IT Infrastructure of the Regional Office including the ITU Regional Office webpage, servers, LANs, leased line connectivity, Wi-Fi connectivity and upkeep of IT devices for Regional Office, in close collaboration with the IT team at ITU HQ.
- Attends meetings, conferences, or events; prepares presentations on topics related to ITU/BDT activities in the Americas Region and drafts speeches.
- Carries out any other tasks in his/her field of competence that may be assigned to him/her.

## 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; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent understanding of the ICT ecosystem (including roles and responsibilities of diverse stakeholders) at the global and regional level, in the Americas Region; Very good knowledge of global and regional emerging trends in field of the ICTs, i.e. technologies, policies and regulatory frameworks; Excellent research, drafting and presentation skills; Knowledge of project management principles and methodologies.

## Qualifications required

### Education:

Advanced university degree in telecommunications engineering, ICTs or economics/management 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 field of the post, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience within the telecommunication sector in the Americas Region and good knowledge of the regulatory scenario in the Region would be an advantage. Knowledge of Results-Based Programme Development and Management would be an asset.

### Languages:

Knowledge of English and Spanish at advanced level. Knowledge of a third official language (Arabic, Chinese, French, Russian) would be an advantage. (Under the provision 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 \$ 21,215

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