



General Secretariat (GS)

Geneva, 28 May 2021

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 21**

Subject: **Vacancy Notice No. 25P-2021/BDT-DDR/EXTERNAL/P2**

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 28/07/2021 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. 25P-2021/BDT-DDR/EXTERNAL/P2**



*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. 25P-2021/BDT-DDR/EXTERNAL/P2

Date of Issue: 28 May 2021

Currently accepting applications

*Applications from women are encouraged*

Functions: Programme Administrator

Post Number: TD26R/P2/374

Deadline for Applications (23.59 Geneva CH) : **28 July 2021**

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

Type of Appointment: Fixed-term Appointment Duty Station: Santiago, Chile

Grade: P2

### 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 regular direction and supervision of the ITU Area Representative, South America, and the Director of the Regional Office for the Americas; and in close collaboration with other ITU officers in the Regional Office and Area Offices as well as thematic priorities, the incumbent performs the following duties:

- Participates actively in the management of program and projects and provides assistance to programme coordinators, Area Representative and Regional Director. Supports programme and project identification, planning and implementation. Proposes corrective actions. Conducts topic and situational analysis, informing supervisor(s) of findings.
- Contributes to the definition of programme and project requirements by evaluating existing cooperation programmes and project documents. Prepares programme and project proposal information and revises information as required.
- Researches developments in expertise of the subject matter. Conducts research on local, national, and regional issues relating to information technology. Analyses and interprets background history and documentation of programmes and projects. Prepares, compiles and exchanges information as required for presentations, speeches, documents, reports, and papers, contributing background information. Conducts research to identify extra budgetary funds and programme and project sponsors.
- Attends meetings, conferences, or events; prepares presentations on topics related to ITU/BDT activities in the Region and drafts speeches.
- Collaborates with the corresponding Bureau at headquarters and the corresponding Offices in the region and supports the organization's and United Nations efforts to strengthen positions with intellectual and academic institutions. Identifies and proposes cooperation opportunities on a regular basis.
- Contributes to the preparation of the draft Operational Plan by analyzing 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.
- Participates in 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 TP, those pertaining to the Region.
- Performs any other related duties that may be assigned by the Director of the Regional Office and/or the Area Representative.

### 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 research skills and very good knowledge of global trends in the work. Knowledge of project management principles and methodologies. Knowledge of fundraising strategies and tactics would be an advantage.

## Qualifications required

### Education:

University degree in engineering, information technology, business administration, economics, international relations 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.

### Experience:

At least three years of progressively responsible experience in telecommunication/ICT developments related activities. An advanced degree in a related field can be considered as a substitute for one year of working experience. 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.

### 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 \$ 47,895 + post adjustment \$ 19,110

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