Geneva, 6 May 2019

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 18

Subject: **Vacancy Notice No. 14P-2019/BDT-FIELD/EXTERNAL/P3**

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 invited 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 07/07/19 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. 14P-2019/BDT-FIELD/EXTERNAL/P3**

INTERNATIONAL TELECOMMUNICATION UNION

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 14P-2019/BDT-FIELD/EXTERNAL/P3

Date of Issue: 6 May 2019
Currently accepting applications

Applications from women are encouraged

Functions: Programme Officer Regional Office Bangkok

Post Number: TD16R/P3/900

Deadline for Applications (23.59 Geneva CH) : 7 July 2019

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

Type of Appointment: Fixed-term Appointment

Duty Station: Bangkok, Thailand

Grade: P3

Organ:
The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Organization Unit:
Within the Telecommunication Development Bureau (BDT) of ITU, in close collaboration with the Deputy to the Director, and with Departments within the BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

Duties / Responsibilities

Under the supervision of the Director of the Regional Office for Asia and the Pacific, the incumbent performs the following duties:

- Coordinates, monitors and implements programmes and projects. Monitors advancements in the field of expertise. Provides advice to peers, management and colleagues.
- Provides programme and project support: defines project/revision requirements and specifications; suggests joint activities. Identifies, proposes and develops cooperation opportunities. Serves as a specialist for cooperation programmes and projects (regular programme and extrabudgetary) under his/her responsibility. Prepares, and drafts, as necessary, inputs for budget for programmes and projects.
- Follows up project/programme/action budget implementation and financial situations, reporting status and raising potential issues with managers.
- Researches and identifies potential donors first and, in collaboration with the Regional Director, actively participates in the meetings.
- Implements, coordinates and monitors programme, project and product evaluations. Edits and compiles relevant documentation to enable project and programme work. Analyses and applies background history and documentation of projects, identifying and reconstructing strategies and decisions, and adding technical value to programmes and projects.
- Liaises with and provides technical support to regional, national and international organizations, including other agencies within the United Nations system. Recommends prospective partners in selecting and proposing extensive collaborative activities.
- Attends meetings and participates in technical groups as the representative of a specific programme area, as delegated by the Regional Director to exchange information, discuss best practices and remain informed of subject matter developments.
- Provides inputs and recommendations concerning the planning and organization of the work, resolving implementation problems and responding to internal technical and administrative demands.
- Initiates, supervises and reviews the completion of duties by programme, project and office support staff on programmes/projects/actions under their responsibility, according to predetermined and clarified priorities and objectives.
- Carries out any additional activities that may be required to ensure the success of the work team to which assigned.
- Contributes to the procurement of equipment and services to support project activities by maintaining working relationships with ITU secretariat (Procurement, finance and Human resources) according to ITU regulations and rules.
- Manages and monitors project risks initially identified by submitting information on the new risks and possible mitigating measures and updating the status of these risks by maintaining a Project Risk Log.
- Monitors and ensures adherence of project activities to the existing and future ITU financial, procurement and administrative processes.
- Manages the transfer of project deliverables including assets and equipment to national beneficiaries and other project stakeholders.
- Reviews the deliverables of experts, consultants and other external parties engaged for the projects and reports hereon.
- Performs any other related activities 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; Networking and Building Partnership, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent research skills and very good knowledge of global trends in the area of the work. Knowledge of regulatory frameworks in the area/region. Knowledge of project management principles and methodologies. Excellent writing, speaking and reporting skills in English.

Qualifications required

Education:
Advanced university degree in telecommunications engineering, economics, law or a related field (computer, science, mathematics, physics) with a specialization in telecommunication 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 telecommunications/ICT industry acquired in a telecommunication administration or private company with activities in developing countries 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.

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 60,233 $ + post adjustment 24,033 $

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