



General Secretariat (GS)

Geneva, 7 November 2019

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 55

Subject: **Vacancy Notice No. 35P-2019/BDT-DDR/EXTERNAL/P4**

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 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 07/01/2020 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. 35P-2019/BDT-DDR/EXTERNAL/P4**

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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° 35P-2019/BDT-DDR/EXTERNAL/P4

Date of Issue: 7 November 2019 **Currently accepting applications**

Applications from women are encouraged

Functions: Programme Coordinator

Post Number: TD26R/P4/898

Deadline for Applications (23.59 Geneva CH) : **7 January 2020**

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

Type of Appointment: Fixed-term Appointment

Duty Station: Brasilia, Brazil

Grade: P4

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 direction and supervision of the Director of the Regional Office for Americas and in close collaboration with other ITU officers in the Regional Office and Area Offices, 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 telecommunication services; coordinates key issues related to the design and development of the appropriate plans and project documents, defining clear goals, deliverables, KPIs and timelines; and identifies priority activities and allocation of appropriate resources. Defines the project and risk management frameworks; monitors, evaluates and assesses impact of projects, initiatives and activities in the region in accordance with internal procedures together with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal control rules.
- Participates in the mobilization of resources and identification of potential sources of funding for activities related to the telecommunication development in the Region; works closely with Member States in formulating project/activities requests; works in close coordination with the UN resident coordinator in all countries.
- Develops and maintains close relations with the various regional bodies, institutions and banks with a view to promote ITU's goals, objectives and priorities.
- Prepares the draft budget for each proposed activity, and ensures its compliance to results based management.
- Manages, coordinates, monitors and evaluates administrative activities related to the implementation of regional, sub-regional and national Funds in Trust 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 projects objectives.
- Supports the work of the thematic BDT clusters, ensuring that the perspective of the region is taken into account in accordance with the WTDC outcome.
- Participates in meetings, conferences or events by delivering presentations on topics related to ITU/BDT activities in the Americas Region; drafts speeches and presentations at regional level, as required.
- Advises and collaborates with the Director of the Regional Office for Americas and other ITU professionals in the region, on all regional related matters.
- Performs any other related duties as assigned by the supervisor.

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:** Knowledge of global trends in the area of work.

Knowledge of regulatory frameworks in the Americas Region. Knowledge of project management principles and methodologies.

Qualifications required

Education:

Advanced university degree in Telecommunications Engineering, 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. 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 telecommunication/ICT developments related activities, including at least three at the international level. Experience within the telecommunication sector in the Americas Region and good knowledge of the regulatory scenario in the Region would be an advantage. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

For the position advertised, fluency in Spanish and English is required. Knowledge of another official language of the Union (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 \$ 72,637 + post adjustment \$ 25,278

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