



## General Secretariat (GS)

Geneva, 19 January 2017

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 3**

Subject: **Vacancy Notice No. 2P-2017/BDT-DDR/EXTERNAL/P5**

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 woman candidates to apply for the above position not later than 20/03/17 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. 2P-2017/BDT-DDR/EXTERNAL/P5**



*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° 2P-2017/BDT-DDR/EXTERNAL/P5

**Date of Issue:** 19 January 2017

*Applications from women are encouraged*

**Functions:** Head, Financial and Budget Administration Division

**Post Number:** TD21/P5/408

**Deadline for Applications (23.59 Geneva CH) :** 20 March 2017

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

**Type of Appointment:** Fixed-term Appointment

**Duty Station:** Geneva, Switzerland

**Grade:** P5

### 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, the Deputy to the Director & Chief of the Administration and Operations Coordination Department (DDR) is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, finance and operational planning process. The Department is responsible for leading the operational planning, assessment and reporting process within the framework of the Action Plan as adopted by the World Telecommunication Development Conference in coordination with the Heads of the other Departments in the Bureau and Regional Directors. The Department is responsible for management of the Administration Division (ADM), the Support Division (SUP) and the IT Support Service. The Department is also responsible for coordinating conferences and events preparation and for monitoring the implementation of decisions emanating from ITU and BDT governing bodies including Council, Conferences and Assemblies of the other Sectors for matters of relevance to BDT as well as from the Telecommunication Development Advisory Group. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

### Duties / Responsibilities

Under the supervision of the Deputy to the Director, and in close collaboration with the Administration and Finance Department, the incumbent is entrusted with the coordination and provision of support to the activities and projects of the BDT through budget preparation, financial control and financial reporting services. To this end, the incumbent performs the following duties:

- Advises, coordinates and provides support on all financial matters to BDT programme and project administrators; draws up the BDT financial plan and monitors its implementation, draws up the financial and analytical budgets for BDT's various activities, organizes and supervises budgetary control and drafts reports in that regard; proposes and takes corrective measures, undertakes cost analyses of BDT activities with a view to optimizing resources and improving internal monitoring including cost

- accounting and results-based budgeting components of the organization's financial management), draws up the project budget in relation to BDT's function as an executing agency as well as the expense estimates and financial reports required for BDT's internal management; actively liaises with Administration and Finance Department as the financial focal point for the BDT.
- Coordinates the preparation of the ITU-D Operational Plan, monitors and reports on implementation, initiating, implementing and modifying BDT planning procedures and methods for evaluation of the implementation of the ITU-D plan in accordance with Plenipotentiary, WTDC and Council resolutions and recommendations; oversees the management of the OP database and all related aspects such as training for BDT staff, reporting functionalities, system requirements and upgrades, etc..
  - Prepares ITU reports on financial and budgetary aspects of technical assistance projects, drafts documents for the Council on the implementation of projects and administrative costs.
  - Drafts the financial and budgetary terms of reference for agreements on projects of the "trust fund" type, collects funds from the different donors; participates as necessary in negotiations and supervises the application of financial clauses.
  - Establishes, updates and prepares standard costs necessary for preparation of programme and project budgets; provides the auditors with all the information they need for their work; establishes and maintains good working relations with the Administration and Finance Department to ensure the above matters are able to be satisfactorily addressed by BDT.
  - Submits recommendations to the Director and other senior staff of BDT on financial and budgetary questions, including improvements in financial procedures and working methods relating to financial processes.
  - In collaboration with Department Chiefs, plans staffing requirements, assesses the impact of proposed structural changes and advises the Director on staff deployment and the structure of the BDT.
  - Represents BDT at meetings of inter-sectoral committees of a financial and budgetary nature as designated by the Director.
  - Represents the ITU/BDT at meetings of partners and United Nations inter-agency working groups for questions of a financial and budgetary nature in relation to the development activities of the United Nations Common System as designated by the Director.
  - Performs any other duties as required by the Deputy to the Director of BDT.

## Qualifications required

### Education:

Advanced university degree in accounting, finance, business management or another field related to the post in question, 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 above-mentioned fields. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

### Experience:

At least ten years of progressively responsible experience in finance or financial management of projects, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in drafting analytical reports in the framework of results-based management in publishing of financial reports is essential.

### 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.)

### Competencies:

- Proven theoretical and practical knowledge of computerized accounting and financial systems.
- Management and technical leadership of a high order in result-based planning and budgeting.
- Proven drafting and analytical experience.
- Ability to establish and maintain effective working relations with colleagues, government officials, sector members, and private sector representatives.
- Proven ability to effectively plan and organize workload as well as manage and lead a team.
- Excellent interpersonal and communication skills and the ability to maintain good working relations with officials of all levels.
- Accountability and adaptability.

- Knowledge of the United Nations Common System would be an advantage.

### 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 \$84,721 + post adjustment \$64,811

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



ITU is a smoke-free environment