



General Secretariat (GS)

Geneva, 29 May 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 21

Subject: **Vacancy Notice No. 24P-2017/BDT-IEE/EXTERNAL/P4**

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 30/07/17 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. 24P-2017/BDT-IEE/EXTERNAL/P4**



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° 24P-2017/BDT-IEE/EXTERNAL/P4

Date of Issue: 29 May 2017

Currently accepting applications

Applications from women are encouraged

Functions: Technology Coordinator

Post Number: TD35/P4/344

Deadline for Applications (23.59 Geneva CH) : **30 July 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: P4

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 the ITU and in close collaboration with the Deputy to the Director and the ITU Regional Offices, the Infrastructure, Enabling Environment and E-Applications Department (IEE) is responsible for assisting ITU Member States and ITU-D Sector Members with the utilization of appropriate technologies to build or extend their telecommunication infrastructure and adapt to the rapidly changing telecommunication/ICT environment. This includes the provision of guidelines and tools for the development of policy and regulatory frameworks, financing policies and strategies, development of telecommunication networks, the use of reliable and cost-effective ICT applications, cybersecurity, broadcasting and spectrum management. The Department is also responsible for promoting access to, as well as use and knowledge of, telecommunications and ICTs for groups which have been marginalized in their access to current mainstream information

communications technology services, including women and girls, children and youth, indigenous people, persons with disabilities and people living in remote communities. The Department is also responsible for making contribution to and following-up the work of ITU-D Study Groups for issues related to the responsibilities of the Department.

Duties / Responsibilities

Under the general supervision of the Head of Telecommunications Network & Spectrum Management Division (TND) the incumbent performs the following duties:

- Proposes and develops strategies, guidelines and models to assist developing countries in deploying appropriate regulatory frameworks, telecommunication technologies and business practices to ensure universal access to telecommunication services.
- Contributes to the preparation of manuals, guides and appropriate software specifications for broadband, spectrum management, Internet protocol and exchange point to assist ITU Member countries in building their national telecommunication systems and implementation of training programmes on computerized telecommunication applications.
- Provides specialized inputs to ITU-D Study Group, WSIS Action Lines; acts as a focal point for Study Group questions and WSIS Action Lines relevant to his/her specialization.
- Organizes, manages and participates in specialized seminars, symposia and meetings, presenting relevant papers in the field of his/her specialty.
- Provides support, services and advice, as a specialist including:
 - information and advice on elements of general telecommunications for public and specialized networks and development projects in areas concerned;
 - coordination of services for the establishment of Network Planning Systems within ITU Member and the ITU-D sector Members, including establishment of regional training centres;
 - equipment specifications in collaboration with requesting ITU Members and ITU-D Sector Members;
 - system evaluations and/or technical evaluations of tenders for equipment;
 - contribution to the selection of experts when needed, monitoring of their work and controlling the quality of their mission outputs/final reports.
- Identifies, negotiates and promotes opportunities for partnership and collaboration with national and international organizations, development banks, academic and research institutions and the private sector in implementing the relevant programmes of the ITU Development Sector.
- Keeps abreast of best practices and new developments in the field of expertise and makes innovative proposals.
- Identifies training needs of developing countries in relation to the relevant programmes of the ITU Development Sector in order to promote capacity building; organizes and manages training programmes and workshops in capacity building activities in close cooperation with the HCB Unit.
- Represents ITU in discussions and meeting related to areas of expertise.
- Performs any other related duties that may be assigned to him/her by the supervisor.

Competencies:

- Good writing skills including the ability to draft precise and complete analytical reports, projects, proposals and documents.
- Good knowledge of the impact of the introduction of telecommunications and its applications, focusing on technologies, regulatory approaches, economic solutions, and organizational approaches in different contexts and designing appropriate training programme.
- Ability to cultivate and maintain good international and working relations with officials at all levels in administrations, national and international organizations, interacting and cooperating with individuals from different cultural backgrounds.
- Ability to use knowledge, experience and technical skills to address specific developmental situations, as well as the ability to analyze large amounts of data to provide viable technical and operational solutions.
- Ability to provide innovative solutions, while working with developing countries in rural and remote areas and engaging partners from national and international organizations as well as the private sector.

Qualifications required

Education:

Advanced university degree in telecommunication (law, economics, political or social sciences) or a related field 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 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 the above fields, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three 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 \$ 70,647 + post adjustment \$ 57,295

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