Geneva, 29 May 2017

E-mail: erecruit@itu.int

 To the Director-General

Circular letter No. 22

Subject: **Vacancy Notice No. 25P-2017/BDT-PKM/EXTERNAL/P2**

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. 25P-2017/BDT-PKM/EXTERNAL/P2**

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 25P-2017/BDT-PKM/EXTERNAL/P2

Date of Issue: 29 May 2017
Currently accepting applications

Applications from women are encouraged

Functions: Human Capacity Building Officer

Post Number: TD44/P2/762

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: P2

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 Projects and Knowledge Management Department (PKM) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen the institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment through capacity building. The Department also provides administrative and technical support in the formulation of project proposals and implementation of projects, project monitoring and evaluation; produces and disseminates timely statistical and analytical data on the Telecommunication/ICT Sector and the Information Society; and supports the work of ITU-D Study Groups. The Department is also responsible for providing concentrated assistance to least developed countries, small island developing states and landlocked developed countries. In addition, PKM implements activities

and projects in the domain of emergency telecommunications, and climate change. 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 direction of the Head, Human Capacity Building Division of the Project Support and Knowledge Management Department, BDT, the incumbent will perform the following duties:

- In collaboration with ITU staff and experts in various domains, coordinates the delivery of regional and sub-regional workshops, training courses and/or e-learning activities through the ITU Academy platform.
- Through ITU Academy, coordinates the organization of training resources and promotes their use by Centres of Excellence (CoEs), Internet Training Centres and by other ITU training and development partners. In this respect, provides pedagogical support to training activities on the ITU Academy platform, such as online registrations, uploading training materials, organising chat sessions and discussion forums etc..
- Recommends upgrades of the ITU Academy platform in collaboration with the service provider and ITU IS department, and supervises the contractual agreement with the service provider.
- Supports the production of high quality training resources and materials on key telecommunications/ICT topics and integrates them as part of the ITU Academy content repository.
- Supports the promotion of the ITU Academy initiatives as a capacity building tool for ITU, including the organization of related regional and global events.
- Assists in aligning external training materials to the ITU Academy training standards.
- Supports development of multimedia training products for the ITU Academy.
- Drafts articles on e-learning development for HCB publications disseminated through the ITU website, ITU Academy pages or other electronic media or printed materials.
- Develops progress reports and statistics on training activities, including collation of training evaluations and performs any other duties.

Competencies:

- Ability to draft, script and finalize training materials and resources for ITU training interventions, draft precise and analytical reports, project proposals, etc..
- Experience and knowledge of the Learning Management Systems, Content Management Systems and digital repository systems, e-learning practices and online collaboration technics using advanced communication technologies.
- Experience and knowledge of the technical cooperation activities in the developing world is required.
- Ability to initiate and maintain good working relationships with officials at all levels, and ability to establish priorities, to plan and coordinate the work with other staff members and/or partners.
- Ability to communicate complex concepts orally and to prepare written material in a clear, concise and meaningful manner.
- Excellent planning and organizing skills.

- Knowledge of working with Learning Management Systems is a distinct advantage.
- Comprehensive experience and background in subjects related to ICT and human capacity development.

Education:
University degree in Business Administration, Social Science or a related field OR education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:
At least three years of progressively responsible experience in the field of the post.
An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields 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 $ 46,026 + post adjustment $ 37,327

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.

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