



General Secretariat (GS)

Geneva, 30 August 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 38

Subject: **Vacancy Notice No. 38P-2017/BDT-IEE/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 30/10/17 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. 38P-2017/BDT-IEE/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° 38P-2017/BDT-IEE/EXTERNAL/P5

Date of Issue: 30 August 2017

Currently accepting applications

Applications from women are encouraged

Functions: Head, ICT Applications & Cybersecurity Division

Post Number: TD32/P5/362

Deadline for Applications (23.59 Geneva CH) : 30 October 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 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 supervision of the Chief of the IEE Department, the incumbent will perform the following duties:

- Lead and manage the Division in the overall formulation, planning and coordination of relevant strategic and operational plans, the management of the Programme budget and staff and external experts. Provide organizational leadership and strategic guidance in the organization and coordination of the Division's activities.
- Provide leadership and strategic guidance in the organization and coordination of the Division's core activities, such as Cybersecurity and related initiatives, ICT Applications and Critical Internet resources including elaboration of projects, creation of innovative partnerships and organization of workshops and meetings.
- Plan, coordinate and direct the assistance to be provided to Member States on:
 - the deployment of Cybersecurity capabilities and services within the framework of the ITU Global Cybersecurity Agenda (GCA), and COP initiatives, as well as the elaboration of appropriate and workable legal measures related to protection against cyber threats;
 - the implementation of programmes and projects aimed at assisting Member States in securing Critical National Infrastructures, performing risk management and establishing Cybersecurity capabilities (e.g. CIRTs);
 - the elaboration and implementation of initiatives/projects aimed at leveraging ICTs for development, especially through the use of mobile technologies;
 - the elaboration of national strategic planning frameworks and associated toolkits for ICT applications and services;
 - facilitating access to Critical Internet Resources and improving awareness on issues pertaining to Internet-related public policy.
- Engage with other relevant regional and international organizations with the objective of creating synergies, leveraging resources and expanding outreach to a wider audience and promote the Division's work and outputs.
- Liaise with sister organizations in the UN system, with the private sector and with all stakeholders relevant to the mandate of the Division in order to ensure the advancement and effectiveness of the activities undertaken by the Division and related initiatives, Child Online Protection initiative, ITU-WHO partnership on m-health among others.
- Collaborate with the other Bureaux, the General Secretariat and as appropriate with external partners in the development of joint programmes and activities relevant to the Programme's areas of interest and the mandate of the ITU-D.
- Represent BDT during conferences as appropriate and relevant to the priority areas of the Programme; represent ITU as appropriate at international fora, meetings and workshops focusing on programme areas of interest.
- Serve as programme focal point for ITU-D Study Groups.

- Plan and coordinate the preparation of a variety of management reports, position papers, articles and inputs to speeches.
- Perform additional activities that may be required to ensure effectiveness of the work of the division.

Competencies:

- Extensive knowledge and practical experience of IT and ICT infrastructures deployment, specifically in relation to Cybersecurity, ICT applications and Internet; proven experience in managing projects on the above areas.
- Proven experience in the development and deployment of Cybersecurity capabilities and services (e.g. CERTs/CIRTs) as well as on policy and technical advice.
- Experience working with developing countries and a variety of partners in the delivery of programmes and activities.
- Excellent analytical skills and the ability to document problems, to assess their impact and mitigate resolution of issues in a clear and concise manner.
- Effective time management skills and multi-tasking capabilities; ability to work independently and effectively all at levels of a collaborative team environment.
- Excellent communication skills, both oral and written, including evidence of publication and good presentation skills.
- Knowledge and understanding of relevant UN organizational structures, business processes, policies and procedures would be an advantage.
- Work experience in similar positions within the UN system would be an advantage.

Qualifications required

Education:

Advanced university degree in telecommunications, computer science or a related field such as engineering OR degree 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the Information and Communications Technology (ICT) field, with specific focus on Cybersecurity, ICT application and services, 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.

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 \$ 84,721 + post adjustment \$ 73,707

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