



General Secretariat (GS)

Geneva, 10 October 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 43

Subject: **Vacancy Notice No. 39P-2017/BDT-DDR/EXTERNAL/P3**

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 10/12/17 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. 39P-2017/BDT-DDR/EXTERNAL/P3**



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° 39P-2017/BDT-DDR/EXTERNAL/P3

Date of Issue: 10 October 2017
Currently accepting applications

Applications from women are encouraged

Functions: Human Resources Administrator

Post Number: TD02/P3/367

Deadline for Applications (23.59 Geneva CH) : 10 December 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: P3

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, Telecommunication Development Bureau (BDT), the incumbent provides the following services to the Director, Deputy to the Director and Chiefs of departments of the Bureau:

- Acts as HR focal point/coordinator for the Telecommunication Development Bureau (BDT) for all actions and interactions with the Human Resources Management Department including HR policy issues, recruitment, staff entitlements, classification, organization design, staff training and career development, missions and related HR/Staff problems, etc..
- Participates in HR planning activities for the Sector involving analysis of current work objectives, operational plans, proposed organizational changes, current and future staffing levels, staff retirements, training/career development, and provides up-to-date information and recommendations to management.
- Discusses specific HR/resourcing requirements with managers including proposed organization changes, new/revised post descriptions, recruitment requirements, reclassification requests, and prepares all required documentation including post descriptions, related skill and competency requirements and other supporting documents to support the request and further action by the Human Resources Management Department.
- As the first step in resolving staff problems/conflict, discusses/mediates problems with staff and management, consults with Human Resources Management Department regarding policies and specific practices, documents actions, and either develops workable solutions or prepares for the next steps in the process.
- Coordinates all HR activities, files, and correspondence for the ITU-D, completes and substantiates all files submitted for action and follows up with Human Resources Management Department to resolve problems and facilitate timelines.
- Keeps abreast of the latest trends in HR management, planning, change management, career development, etc. as well as the latest changes in ITU Rules, Regulations and HR policies.
- Reviews and provides input into HR policies and service orders.
- Maintains and evaluates the Bureau's administrative and management systems, procedures, and processes, formulates recommendations to improve and simplify processes, and develops and updates related to administrative procedures and directives.
- Plans and supervises a variety of Administrative services for the Bureau, including the fitting out of offices; management of and plans for the renewal of furniture and computer equipment; office supplies and other related activities.
- Plans and manages special projects, including managing external contractors.
- Performs other related tasks such as preparing a variety of plans, reports and correspondence.

- Performs other duties as required.

Competencies:

- Ability to provide HR expertise and a 'value added service' in a technical programme environment to assist managers to plan and manage staff more effectively to meet their operational objectives.
- Ability to communicate effectively with management and staff and mediate/resolve problems.
- Ability to establish priorities, organize and manage the activities of the staff members under his/her supervision.
- Ability to draft clear, concise reports.
- Tact, discretion and thoroughness are essential.

Qualifications required

Education:

Advanced university degree in public administration, human resources 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in posts of increasing responsibility in the field of human resources management or administration, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Recent demonstrated experience providing HR services in a technical programme area involving a range of services and the development of HR solutions.

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 \$ 58,583 + post adjustment \$ 52,608

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