



## General Secretariat (GS)

Geneva, 11 October 2017

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

To the Director-General

### **Circular letter No. 44**

Subject: **Vacancy Notice No. 40P-2017/SG-SPM/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 11/12/17 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. 40P-2017/SG-SPM/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° 40P-2017/SG-SPM/EXTERNAL/P4

Date of Issue: 11 October 2017  
Currently accepting applications

*Applications from women are encouraged*

Functions: Strategy and Policy Coordinator

Post Number: PM02/P4/942

Deadline for Applications (23.59 Geneva CH) : 11 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: P4

### Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organization Unit:

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a

view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

### Duties / Responsibilities

Under the supervision of the Head, Corporate Strategy Division (CSD) in SPM, and in consultation with the SDG and WSIS Task Force, the incumbent performs the following duties:

- Coordinates the preparations for the annual World Summit on the Information Society (WSIS) Forum. Identifies the substantive, administrative, financial, technical and logistical issues that must be addressed in order to prepare for meetings and conferences including the consideration of the appropriate structure, time plan and staffing tables. Prepares the provisional agendas and reviews input documents.
- Collaborates with the Bureaux and the General Secretariat to organize their activities in supporting the organization of the WSIS Forum. Collaborates with the Bureaux and the General Secretariat to organize their activities in supporting implementation of the 2030 Agenda for Sustainable Development and identifies opportunities for UN inter-agency partnerships that support ITU's strategic position.
- Provides policy advice and analytical support on the Sustainable Development Goals (SDGs) and on WSIS. Contributes to the planning, coordination and monitoring of ITU's work programme related to SDGs and WSIS. Prepares ITU's draft roadmap and Action Plan on the implementation of the 2030 Sustainable Development Agenda. Assists and supports Member States to set priorities, identify gaps, and raises awareness of ITU's contribution to the SDG and WSIS processes. In liaison with the ITU Representative to the United Nations, New York, provides input to UN reports related to WSIS and the SDGs.
- Represents the ITU at external meetings and events on WSIS and SDG matters, including preparing written contributions and making presentations. Represents the ITU in meetings of the United Nations Group on the Information Society (UNGIS).
- Assists and advises the Head, CSD in related matters and carries out any other duties that may be assigned by the Head, CSD.

### Competencies:

- Ability to implement and supervise activities consistent with agreed strategies; ability to identify strategic issues, provide analysis and solve problems; ability to work to tight deadlines and handle multiple concurrent activities; ability to plan and organize own work plan and the work plans of others under his/her supervision.
- Ability to communicate effectively orally and in writing. Excellent interpersonal and communication skills.
- Ability to work under pressure and remain calm in stressful situations.

- Resourcefulness, initiative, maturity of judgement and negotiating skills.

## Qualifications required

### Education:

Advanced university degree in telecommunications, law, economics, computer science 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 ICT environment, experience in researching and drafting publications as well as in organizing meetings and conferences, including at least three at the international level. UN and/or ITU experience would be an advantage. A Doctorate in a related field can be considered as a substitute for three years of working experience. Substantial and wide-ranging knowledge of issues related to international telecommunications/ICTs and to its role in the Sustainable Development Agenda, as required, as well as demonstrated understanding of ICT trends and policy developments in telecommunications and ICTs.

### 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 \$ 63,441

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

Currently accepting applications



ITU is a smoke-free environment