



General Secretariat (GS)

Geneva, 22 January 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 3

Subject: **Vacancy Notice No. 3P-2018/SG-FRMD/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 22/03/18 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. 3P-2018/SG-FRMD/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° 3P-2018/SG-FRMD/EXTERNAL/P4

Date of Issue: 22 January 2018
Currently accepting applications

Applications from women are encouraged

Functions: Head, Asset Management Unit

Post Number: FI11/P4/291

Deadline for Applications (23.59 Geneva CH) :
22 March 2018

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 Bureau 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 Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial

management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

Duties / Responsibilities

Under the general supervision of the Chief, Financial Resources Management Department (FRMD), the incumbent performs the following duties:

- Manages ITU's tangible and intangible assets in developing long term strategic plans addressing the issues of current asset renewal and maintenance and plan for the ongoing maintenance and replacement needs with respect to the existing stock of property and plant, equipment and for future growth; plans, establishes priorities and supervises the work of the unit.
- Promotes integration of asset planning and management within ITU corporate and business plans, budgetary and reporting processes and ensure coherence between the Information Service Department, Facilities and Management Division, Procurement Division, Budget and Financial Analysis Division, Accounts Division and sectors.
- Monitors the implementation of the asset acquisition, maintenance and disposal plans.
- Designs indicators in order to manage the key individual assets or groups of assets which contribute to the accountability, decision-making and governance arrangements of program delivery.
- Prepares a plan for the cycle of assets, including an analysis of options utilizing life cycle costs and recommendations on the most appropriate asset solution.
- Develops and implements policies, guidelines and procedures with a view to enhance asset management and control; keeps abreast of new developments and best practices in order to make recommendations to the Chief, FRMD and improve the policies, procedures and practices of ITU.
- Carries out specific studies and analysis; prepares various financial and other management information reports; provides input to the Operational Plan and Activity Report and other documents of FRMD for yearly submission to Council.
- Ensures that the asset management decisions are based on evaluation of all alternatives that take into account all costs incurred throughout the life cycle of the assets, from acquisition to disposal and related benefits and risks.
- Interprets International Public Sector Accounting Standards (IPSAS) and provides sound advice and guidance to management and staff within FRMD and ITU.
- Ensures that the asset records are maintained in accordance with generally recognized accounting principles and the Union's policies and procedures; manages and supervises the assets in the SAP system by means of the Asset Accounting (FI-AA) component and the SAP-PM module for the Planning Maintenance.
- Ensures that the SRM invoices are proceeded in due time as well as the closing and the opening SRM periods.
- Acts as focal point for the external and internal auditors and the Independent Management Advisory Committee (IMAC); provides requested relevant information and explanations on issues within the area of responsibilities; prepares replies to audit observations and implements recommendations for corrective measures.
- Participates in the finalization of ITU contracts in relation to all aspects of equipment in order to determine asset interconnectivity and to improve manageability.

- Acts as Financial Controller of the Secretary-General Office by preparing the budget of the Office, monitoring the budget implementation to ensure that the authorized levels are not exceeded, that the use of resources is optimized and adherence to established regulations and rules.
- Performs any other related activities that may be required to ensure the success of the Asset Management.

Competencies

- Analytic and conceptual thinking.
- Strategic planning and organizational skills.
- Independent judgment, effective decision making and problem solving.

Qualifications required

Education:

Advanced university degree in business/public administration, planning or a related field OR education from 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 field of the post, 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. Previous experience with International Public works, planning, management and supervisory practices and procedures is required as well as the ability to use ERP systems. Familiarity with asset management, performance and accountability practices and methodologies of international public administration systems is essential.

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 \$ 58,425

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