



General Secretariat (GS)

Geneva, 23 May 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 27

Subject: **Vacancy Notice No. 15P-2018/BDT-IEE/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 women candidates to apply for the above position not later than 23/07/18 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. 15P-2018/BDT-IEE/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° 15P-2018/BDT-IEE/EXTERNAL/P4

Date of Issue: 23 May 2018

Currently accepting applications

Applications from women are encouraged

Functions: Cybersecurity Coordinator

Post Number: TD32/P4/19

Deadline for Applications (23.59 Geneva CH) :
23 July 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 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 committed to assisting ITU Member States and ITU-D Sector Members in advancing the development of telecommunication/ICT infrastructure and services as well as fostering an enabling policy and regulatory market environment for investment and growth in an inclusive digital economy. This includes the provision of tools, guidelines and strategies for decision-makers on collaborative regulatory mechanisms across the sectors, policy and market regulation, cybersecurity, conformity and interoperability, spectrum management, broadcasting, broadband and IPv6 implementation. It also

includes building confidence and security in the use of ICTs as well as the development of national-scale ICT applications and programs for socio-economic development in the areas of e-Health, e-Agriculture and e-Education amongst others, ICT accessibility for persons with disabilities and digital skills development for women and youth. IEE actively contributes to the work of ITU-D Study Groups and various ITU-led events.

Duties / Responsibilities

Under the supervision of the Head, ICT Applications and Cybersecurity Division (CYB) of the BDT, the incumbent will perform the following duties:

- Lead and coordinate the execution and implementation of ITU-D cybersecurity activities and projects, including the assessment of readiness and establishment of Cyber Incident Response Teams (CIRTs) and Computer Security Incident Response Teams (CSIRTs), specifically concerning the deployment of cybersecurity services to Member States in accordance with the relevant BDT mandate.
- Act as BDT Focal Point on cybersecurity, including for the related ITU-D Study Groups questions; participate in senior management meetings as subject matter expert; advise the Head, CYB on strategy, policy and implementation.
- Prepare the cybersecurity related elements of the BDT operational plans by proposing activities and budget, defining objectives, work programmes, and benchmarks.
- Analyse developments and trends relevant to cybersecurity; prepare manuals, guidelines, studies, reports and publications on cybersecurity; prepare training materials, toolkits and carry out training; lead, monitor and review activities of external experts.
- Plan and organize related forums, symposia and workshops to bring together experts and stakeholders, in conjunction with other CYB colleagues.
- Participate in World Telecommunication Development Conferences, ITU-D Study Groups, and represent the BDT, as appropriate, at events organized by the Union and other organizations.
- Liaise with other agencies, Bureaus, the General Secretariat, BDT Units, ITU Regional and Area Offices and ITU-D Study Groups on all cybersecurity related activities, including WSIS Action line C5 and Global Cybersecurity Agenda; ensure implementation of ITU-D cybersecurity activities are in line with ITU-wide strategy.
- Perform other duties as required.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Extensive knowledge of ICT infrastructures and related services including cybersecurity, critical infrastructure protection and other similar cutting-edge projects. In-depth knowledge of the technical and policy aspects of cybersecurity.

Qualifications required

Education:

Advanced university degree in computer science, information technology, telecommunications 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 Information and Communications Technology (ICT) field, including at least three in cybersecurity at the international level. Proven experience in managing and implementing IT and ICT projects and service deployments, specifically in developing countries, Least Developed Countries (LDCs), LandLocked Developing Countries (LLDCs) and Small Island Developing States (SIDS). A Doctorate in a related field can be considered as a substitute for three years of working experience. Similar work experience in cybersecurity within the United Nations (UN) system or private sector would be an advantage. Knowledge of ITU's cybersecurity mandate, as well as the mandates of other international organizations and partners would be an advantage.

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 \$ 71,332 + post adjustment \$ 53,499

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