



General Secretariat (GS)

Geneva, 24 January 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 2

Subject: **Vacancy Notice No. 2P-2019/BDT-FIELD/EXTERNAL/P4**

Dear Sir,

The post described in the Annex is to be filled at ITU Field.

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 24/03/19 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. 2P-2019/BDT-FIELD/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° 2P-2019/BDT-FIELD/EXTERNAL/P4

Date of Issue: 24 January 2019

Currently accepting applications

Applications from women are encouraged

Functions: Programme Coordinator, Regional Office Moscow

Post Number: TD17R/P4/360

Deadline for Applications (23.59 Geneva CH) :
24 March 2019

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment

Duty Station: Moscow, Russian Federation

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 ITU, in close collaboration with the Deputy to the Director, and with Departments within the BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

Duties / Responsibilities

Under the supervision of the Regional Director, the incumbent performs the following duties:

- Guides management and programmatic initiatives of the Office, consulting with the Regional Director, the Senior Adviser as well as with other colleagues at headquarters. Oversees coordination, execution and monitoring of extrabudgetary and regular programmes and projects. Designs, implements, monitors and delivers programmes and projects.
- Coordinates activities, programme and project rollout and the use of tools and applies innovative methods to enhance programme development and add value to Bureau and Regional Office strategy.
- Advises the Regional Director, Bureau and partners of developments in programme and project objectives. Advises institutions, United Nations country teams (UNCTs), NGOs and other major stakeholders on the broad policies and requirements for programme and project formulation, implementation and coordination within an existing framework of development, in the light of economic, social and political events.
- Leads regular monitoring and review exercises covering programme and project progress, resource utilization and performance of experts and contractors. Investigates resource options in the area and throughout the region. Leads efforts to alter the main objectives and requirements of programmes and projects to improve results, while ensuring compliance with the organization's mandate and alignment with national, regional and ITU objectives. Shares findings with management and applies them to work methods.
- Evaluates the effectiveness of ongoing collaborations and identifies and proposes new collaboration opportunities. Represents the organization in discussions related to technical subjects within the purview of the project/programme area. Attends local, national, regional and international conferences, seminars, congresses and workshops as a speaker in the particular sphere of competence to generate debate and discussion.
- Strengthens and coordinates the organization's collaboration with think-tank institutions, universities and research centres by: negotiating, coordinating and maintaining relationships with governmental, non-governmental and private enterprises for the establishment of partnerships, fundraising and programme-related issues and events. Organizes and assesses contributions from experts, donors, the government and institutions, determining which efforts bolster the achievement of overall programme objectives.
- Guides and oversees the technical and administrative staff and experts on programme and project implementation. Remains informed of subject matter developments, studying their relevance to current programmes and projects and applying as necessary.
- Carries out any additional activities that may be required to ensure the success of the work team to which assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Excellent research skills and very good knowledge of global trends in the area of work. Knowledge of regulatory frameworks regimes in CIS Countries. Knowledge of project management principles and methodologies.

Qualifications required

Education:

Advanced university degree in telecommunications, law, ICTs or economics 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. Comprehensive background and understanding of subjects related to capacity building, network planning and development activities acquired in a telecommunication administration, international organization/institution or private operating agency and knowledge of conditions in CIS Countries in general, and a good understanding of the problems and aspirations of the countries involved will be added 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 \$ 40,588

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

