Geneva, 28 January 2019

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 3

Subject: **Vacancy Notice No. 3D-2019/BDT-FIELD/EXTERNAL/D1**

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 28/03/19 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. 3D-2019/BDT-FIELD/EXTERNAL/D1**

INTERNATIONAL TELECOMMUNICATION UNION

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 Nº 3D-2019/BDT-FIELD/EXTERNAL/D1

Date of Issue: 28 January 2019

Currently accepting applications

Applications from women are encouraged

Functions: Regional Director, ITU Regional Office for CIS Countries

Post Number: TD17R/D1/784

Deadline for Applications (23.59 Geneva CH) : 28 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: D1

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 administrative direction of the Director of the Telecommunication Development Bureau (BDT) and in close collaboration with the Deputy to the Director, the incumbent serves as Regional Director, ITU Regional Office for CIS Countries, and is responsible for planning, organizing and directing the work of the Regional Office. To this end the incumbent performs the following duties:

- Identifies the strategies, procedures and priorities in the context of the requirements of the region.
- Studies and assesses the development needs of the region and formulates general programmes for the enhancement of its networks and services.
- Organizes the collection, circulation and exchange of information on matters pertaining to development of telecommunications and their rational use, and the activities of ITU in these fields.
- Directs the preparation and submission of ITU proposals for consideration by governments, telecommunication agencies and funding entities.
- Develops a mechanism to increase the effective development and use of human resources of the region.
- Approves and signs, on behalf of the ITU, project documents and revisions when their budget does not exceed US$ 150,000.
- Organizes resource mobilization activities in the region in order to secure funding of projects.
- Organizes and participates in meetings or seminars.
- Is responsible for the overall implementation of the decisions/recommendations of World and Regional Development Conferences, in particular the BDT telecommunication development programmes in the region.
- Provides the relevant authorities of the region with all relevant information on the organization of global/regional meetings and conferences.
- Acts as the principal ITU representative vis-à-vis the Governments, telecommunication organizations, development banks, regional organizations and other stakeholders in the region, develops and maintains close relationship with these entities at the highest level and ensures that any agreements entered into by the ITU with these organizations are implemented and as well as with the UN Resident Coordinators and other Agencies Representatives in CIS Countries.
- Directs, monitors, supervises and evaluates the work of the ITU staff assigned to the Regional Office and the work of experts assigned to field activities.
- Coordinates those activities concerning the region that may be referred to him/her by the other Bureaux of the Union.
- Provides and reviews inputs from the region to reports for ITU conferences and meetings, especially Council meetings, Regional and World Development, Telecommunication Standardization and Radiocommunication Conferences as well as Plenipotentiary Conferences.
- Performs any other task in his/her field of competence that may be assigned to him/her by the Director of the BDT and the Secretary-General, as applicable.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

- **Essential Functional Competencies:** Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management, and; Leadership.
- **Essential Technical Competencies:** Capacity to comprehend and clearly articulate telecommunication and ICT development needs, having carefully considered socio-economic and other pertinent regional factors. Knowledge and application of results-based management methodologies and management principles.

Qualifications required

Education:
Advanced university degree in telecommunications or business or public administration/management, international development, 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 twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:
At least fifteen years of progressively responsible experience of which no less than five years at a senior management level and which includes managing development programs or related work in a telecommunication/ICT Administration/organization/regulator or recognized agency, including at least seven at the international level. Managerial experience in administration, finance, human resources management and resource mobilization is required. A Doctorate in a related field can be considered as a substitute for three years of working experience.

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 $ 97,805 + post adjustment $ 55,651

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