



General Secretariat (GS)

Geneva, 8 March 2019

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 10

Subject: **Vacancy Notice No. 8P-2019/BDT-PKM/EXTERNAL/P5**

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 invited 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 07/04/2019 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. 8P-2019/BDT-PKM/EXTERNAL/P5**



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° 8P-2019/BDT-PKM/EXTERNAL/P5

Date of Issue: 8 March 2019

Currently accepting applications

Applications from women are encouraged

Functions: Head, Climate Change and
Emergency Telecommunications

Post Number: TD43/P5/585

Deadline for Applications (23.59 Geneva CH) :
7 April 2019

Duration of Contract: 1 year

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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 Projects and Knowledge Management Department (PKM) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen the institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment through capacity building. The Department also provides administrative and technical support in the formulation of project proposals and implementation of projects, project monitoring and evaluation including the management of the ICT Development Fund (ICT-DF) to support the implementation of projects. The Department produces and disseminates timely statistical and analytical data on the Telecommunication/ICT Sector and the Information Society. The Department is also responsible for providing concentrated assistance to least developed countries, Small Island developing states and landlocked developed

countries. In addition, PKM implements activities and projects in the domain of emergency telecommunications, e-waste management, and climate change. The Department is also responsible for making contribution to and following-up the work of ITU-D Study Groups for issues related to the responsibilities of the Department.

Duties / Responsibilities

Under the direction of the Chief, Projects and Knowledge Management Department, the incumbent:

- Provides strategic and expert advice to the Chief of the Department on matters related of ICTs and disaster risk reduction and management, emergency telecommunications, e-waste and climate change.
- Leads and manages the Division in the overall formulation, planning and coordination of relevant activities in these core areas. Develops Division operational plans and strategies based on integrating broad ITU telecommunication development strategies and priorities.
- Liaises with other relevant ITU programmes, regional and international organizations, the private sector and relevant stakeholders with the objective of strengthening existing partnerships; identifies and builds new, innovative partnerships and creates synergies and new alliances so as to maximize the impact and outreach of the Division's work and activities.
- Studies and reviews telecommunication trends, technologies and new developments to identify opportunities of ICTs in the context of disaster management and disaster risk reduction, e-waste and climate change; identifies and contributes to relevant studies, workshops and projects to be developed and carried out by the Division.
- Follows discussions and participates in meetings related to the UN's work on disaster risk reduction and management, climate change and e-waste, including with UNISDR, WMO, and the Emergency Telecommunications Cluster, the E-waste Coalition and the Global E-waste Statistics.
- Represents BDT during conferences relevant to the priority areas of the Division; plans and coordinates the preparation of management reports, position papers, articles and inputs to speeches.
- Makes recommendations on areas that the Division should focus on in terms of increasing awareness and delivering technical assistance to countries in terms of disaster risk reduction and management, emergency telecommunications, climate change and e-waste.
- Develops ITU-D's activities on emergency telecommunications for environmental protection, climate mitigation and adaptation, and for humanitarian crisis and response, in particular with international humanitarian aid agencies and actors within and outside the UN system.
- Performs other related duties which may be assigned by the Chief of Department.

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, Leadership.
- **Essential Technical Competencies:** Good knowledge of the functioning of the UN system preferably with practical experience in both bilateral and multilateral development work. Ability to

draft precise and analytical reports, speeches, working papers, studies, proposals, correspondence, etc. Proven drafting skills in English.

Qualifications required

Education:

Advanced university degree in business administration, international relations or telecommunications, 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the fields of activity of the post, including extensive knowledge of new technology and its application for development acquired in a Telecommunication Administration, private operating agency or international telecommunications organization including at least five at the international level. 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 \$ 87,108 + post adjustment \$ 58,885

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