



General Secretariat (GS)

Geneva, 17 July 2020

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 31

Subject: **Vacancy Notice No. 33D-2020/SG-HRMD/EXTERNAL/D1**

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 17/09/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 33D-2020/SG-HRMD/EXTERNAL/D1**



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° 33D-2020/SG-HRMD/EXTERNAL/D1

Date of Issue: 17 July 2020

Currently accepting applications

Applications from women are encouraged

Functions: Chief, Human Resources
Management Department

Post Number: HR01/D1/948

Deadline for Applications (23.59 Geneva CH) :
17 September 2020

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: D1

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 Bureaux 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 Human Resources Management Department (HRMD) advises the Secretary General on human resources management. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results.

Duties / Responsibilities

Under the supervision of the Secretary-General, the Chief, Human Resources Management Department serves as leader and role model and takes ownership for all responsibilities and delivers outputs within prescribed time, cost and quality standards related to the mandate Department. He/she operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments. He/she acts as an authoritative advisor on all issues related to human resource management and the principal manager of the human resources team, plays a central role in the development of policies and services which shape the ITU workforce and align talent to support the overall objectives of the Organization. He/she ensures that critical issues regarding ITU's workforce, the needs of the programmes and emerging challenges and trends are fully integrated to effectively sustain high quality services. As a strategic and operational partner, he/she translates strategic and organizational requirements into actions, leading ITU's organizational changes. To this end, the incumbent performs the following duties:

- Leads and directs a team of human resource professionals in the design and delivery of activities pertaining to ITU's human resources development and management for Headquarters and field offices (organizational design and classification of posts, recruitment, human resources planning and development, performance management, staff administration, payroll and staff financial benefits, social security benefits and well-being, staff counselling, human resources legal matters, staff-management relations and policies).
- Directs the development, interpretation and implementation of existing or new human resources policies, procedures, programmes and systems consistent with ITU's strategic objectives and taking into account policies, rules and regulations of the United Nations Common System.
- Provides strategic advice to the Secretary General, ITU senior managers and Heads of departments on organizational and managerial questions, particularly on staff resources, standardization of human resources procedures and appropriate disciplinary measures.
- Endorses and guides programmes of organizational change identifying change requirements, ensuring the development of innovative solutions and integrating them in the HR services and practices.
- Directs projects for the simplification and digitization of workflows and HR processes, promoting a paperless work environment, and building business plans and programmes oriented to clients.
- Implements an ITU-wide skills gap programme (including new hire, training and termination) to make ITU fit for purpose in long-term.
- Reviews and modernises ITU staff rules and regulations to provisions on mobile working, benefits and entitlements based on performance and results etc. for approval by ITU governing body.
- Advises the Secretary General on appeals against administrative decisions as well as appropriate disciplinary measures; oversees the administration of all matters connected with the Appeal Board and the Administrative Tribunal and their conclusions taking into consideration the advice of the Legal Affairs Unit.
- Represents the ITU management vis-à-vis the Staff Council, particularly in the context of regular meetings with the latter or with duly designated members thereof. In addition, represents the ITU management, as necessary, in relations with any other staff grouping duly constituted pursuant to the relevant provisions of the Staff Regulations.
- Takes part, as adviser, in ITU high management meetings dealing with human resource questions and participates in ITU statutory committees and conferences (Council, Plenipotentiary Conference).

- Prepares and/or ensures the preparation of the documentation required for and participates, as appropriate, in inter-organization studies related to human resources and represents the ITU in inter-organization related meetings (HR Network, CEB Working Groups, etc.).
- Acts as representative of the organization in discussions with senior government and host country officials regarding sensitive human resource issues.
- Carries out other duties that may be assigned by the Secretary-General.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Ability to lead a team effectively and to resolve conflicts; demonstrated ability to formulate and implement staff development plans. Proven ability to conceptualize, develop and implement HR strategies and policies to meet the needs of the organization. Proven ability to plan, lead and implement programs, HR initiatives and change management projects. Demonstrated ability to advise senior management on human resources policies, strategies and priorities and to formulate procedures and plans; excellent conceptual and analytical skills. Ability to build strong client and partner relationships and to establish and maintain effective working relationships with officials at all levels in an international environment; excellent mediation, negotiating and influencing skills. Demonstrated ability to advocate and integrate the multicultural nature of the organization and the diversity of its staff in all HR dimensions. Proactively shares knowledge across the organization and promotes a culture of knowledge sharing and learning. Solid knowledge across the organization and promotes a culture of knowledge sharing and learning. Solid knowledge and experience in effective human resources management, including application of best practices in recruitment, change management, succession planning, performance management and learning and conducive work environment to support the mandate of the organization. Knowledge of HR information systems and ability to use personal computer.

Qualifications required

Education:

Advanced university degree in human resources or public administration, business management, law 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 in the field of human resources management, including at least seven at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Proven human resources management experience at a senior level is required. Experience within an organization of the UN Common System, familiarity with ITU activities and structure 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 \$ 100'800 + post adjustment \$ 82'354

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