



General Secretariat (GS)

Geneva, 23 September 2021

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 43**

Subject: **Vacancy Notice No. 49P-2021/BDT-DKH/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 23/11/2021 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. 49P-2021/BDT-DKH/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 NO. 49P-2021/BDT-DKH/EXTERNAL/P4

Date of Issue: 23 September 2021

Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Capacity and Skills  
Development Officer

Post Number: TD44/P4/353

Deadline for Applications (23.59 Geneva CH)  
: 23 November 2021

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 (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

### Organization Unit:

The Digital Knowledge Hub Department is responsible for providing best practices and information to support the public policy decisions of ITU Member States. This department provides a platform for the members, as well as for external entities such as researchers, the private sector and other development agencies, to obtain critical information on digital trends,

information society developments and digital skills. In addition to consolidating ITU's position as the recognized global source for regulatory information and ICT data, this department is responsible for the work of ITU-D Study Groups. Finally, this department provides capacity and digital skills building programmes.

### Duties / Responsibilities

Under the supervision of the Head, Capacity & Digital Skills Development Division, the incumbent is responsible for conceptualizing, planning, preparing, and implementing programmes around capacity and skills development with special emphasis on learning and development activities for the ITU membership as defined in ITU-D programmes, activities, special, and regional initiatives, and as mandated by ITU Plenipotentiary Conferences and World Telecommunication Development Conferences. To this end he/she will perform the following duties:

- Identify needs of member states in capacity and skills development and recommend specific actions to fulfil the identified needs. Collaborate with other staff of the Division, capacity development Focal Points in the Regions, as well as other BDT colleagues working on capacity development-related activities and studies, as well as identify the needs of countries around capacity and skills development and recommend specific actions to fulfil identified needs. Coordinate work with other BDT/ITU departments in the field of capacity development in line with the capacity development theory of change.
- Provide conceptual and strategic input to ITU's capacity development and training approaches, frameworks and strategies. Contribute to the development of capacity development standards and guidelines. Work with the Head of Division to provide input in the preparation of the Operational Plan and annual working plans of the Division.
- Monitor digital skills trends, labor market trends and developments in human capacity and skills development in the digital economy and provide strategic input to ITU's work in this field. Provide input to the ITU's work in the field of digital skills to support ITU member states in the design and implementation of digital skills policies and strategies. Provide substantive input to the Division's knowledge resource products in the field of digital skills development.
- Mobilize partnerships to implement capacity and skills development activities. Carry out market research and promotional activities to identify partners and develop agreements for partnerships to implement capacity development activities. Engage with partners and coordinate the implementation of joint capacity development activities.
- Monitor trends in learning and development relating to digital technologies as well as their application in capacity development. Follow the development of digital technologies to apply them in online training and learning, remote working, and other new applications, as well as the development of related contemporary pedagogical theory and practice and identify the advantages and disadvantages of introducing them. Support the delivery of any training and capacity development activity, and where appropriate, acts as a subject matter expert.
- Plan, organize, implement, and monitor the Digital Transformation Centres Initiative in the delivery of digital skills training programmes at basic and intermediate level within ITU member countries. Work towards mobilizing partnerships and resources for the Initiative among national, regional, and global digital skills development stakeholders.

Contribute to other capacity development programmes and initiatives of the Division, including the Centres of Excellence programme.

- Perform other related duties as assigned.

## 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; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Ability to establish priorities and efficient work plans. Excellent research and analytical skills and ability to document problems, to assess their impact and mitigate resolution of issues in a clear and concise manner. Excellent communication skills, both oral and written, and good presentation skills. Knowledge of the conditions prevailing in the developing world with respect to digital development, in particular, knowledge of trends in digital technologies and their impact on skills and capacity development. Knowledge of distance training (e-learning) applications and contemporary pedagogical theory and practice. Ability to initiate and maintain good working relations with officials at all levels.

## Qualifications required

### Education:

Advanced university degree in digital technology, human resources management, education, social science 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 fifteen 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 education or capacity development, including at least three at the international level. Experience in the field of capacity and skills development is essential. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in the implementation of training and/or capacity development projects or activities in the field of digital development. Experience and knowledge of the conditions prevailing in the developing world and of technical cooperation activities. Experience in project management is also desirable.

### 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 \$ 73,516 + post adjustment \$ 61,165

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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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