Geneva, 14 September 2022

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 33

Subject: **Vacancy Notice No. 833P-2022/BDT-DDR/EXTERNAL/P5**

Dear Sir,

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

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 14/11/2022 on ITU web site: https://jobs.itu.int/job/New-Delhi-Head-of-the-ITU-Area-Office-and-Innovation-Centre-for-South-Asia/848290755/

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. 833P-2022/BDT-DDR/EXTERNAL/P5**

Job Title: Head of the ITU Area Office and Innovation Centre for South Asia

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.

Head of the ITU Area Office and Innovation Centre for South Asia

Vacancy notice no: 833
Sector: BDT
Department: DDR
Country of contract: India
Duty station: New Delhi

Position number: TD27R/P5/778
Grade: P5
Type of contract: Fixed-term
Duration of contract: 2 years with possibility of renewal for 2 additional years
Recruitment open to: External
Application deadline (Midnight Geneva Time): 14 November 2022

ORGANIZATIONAL UNIT

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

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

DUTIES AND RESPONSIBILITIES
Under the supervision of the Regional Director, ITU Regional Office for Asia and the Pacific, the incumbent will perform the following duties:

Successfully manage the full life cycle of assigned regional initiatives, operational plans and technical cooperation projects.

- Lead the ITU work on thematic priorities related to digital innovation, advanced technology, ICT infrastructure, e-governance, digital applications and/or capacity development.
- Manage the establishment and implementation of the ITU Innovation Centre in India.
- Establish, maintain, and expand excellent relationships with the host country and ITU member countries covered by the Area Office and networks with potential ITU members.
- Initiate, establish, and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation of private and public sector stakeholders in ITU activities.
- Develop project proposals and successfully secure project funding for ITU, promoting digital access, use, innovation and skills for the development and deployment of telecommunications/ICTs in Asia and the Pacific, in particular South Asia, responding to the needs of the countries and contributing to the implementation of the Sustainable Development Goals (SDGs).
- Develop project documents and implementation plans, with clear goals, deliverables, KPIs and timelines; and identify priority activities and allocation of appropriate resources, based on the RBM principle.
- Oversee the implementation of project and risk management frameworks.
- Drive implementation, monitoring, evaluation and impact assessment of regional projects, initiatives and activities in collaboration with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal procedures and internal control rules.
- Represent ITU in meetings and conferences as appropriate.

Strengthen ITU's role and position within the UN Sustainable Development Group.

- Identify opportunities for UN partnerships (and financial support) for activities targeted at the specific areas of interest to ITU Member States in the region.
- Participate in and facilitate, to the extent possible, ITU's involvement in UNCTs and UN Sustainable Development Cooperation Frameworks (UNSDCF), contribute to the common country assessments, and work closely with UN agencies in South Asia.
- Lead the development of evidence-based, data-driven analysis on the status of ICT development in South Asia as a basis to the common country assessments and other work of ITU.
- Coordinate implementation of ITU activities at country level with the Resident Coordinators (RC) in South Asia.
- Ensure that all ITU technical cooperation activities are aligned with national development plans and UNSDCFs.
- Lead gender mainstreaming and digital inclusion in ITU's projects, initiatives and activities and implement UN approaches and measures to promote gender equality.
- Monitor development and implementation of the UNSDCFs and assess the need for further ITU actions.
- Contribute to the reporting of ITU activities and achievements to and represent ITU at various UN bodies and committees, including HLPF, LDC conferences and CSTD, where appropriate.

Establish and improve internal working methods, collaboration, and organization.

- Support the Regional Director in the coordination of activities between headquarters and regional/area offices, to strengthening collaboration, knowledge sharing and effective implementation of activities.
- Coordinate and promote the work of all ITU Bureaux within the region, in particular South Asia.
- Manage and evaluate the performance of staff and consultants in the Area Office and ensure full delivery of agreed outputs while fostering a spirit of collaboration, teamwork, work ethics, transparency, and accountability.
- Prudently manage day-to-day office operations, including procurement, expert recruitment, financial and asset management, in full compliance with ITU's service orders, policies and regulations.
- Ensure full compliance with UNDSS security recommendations and information security measures applicable to the Area Office.
- Lead staff capacity development and promote innovation and use of digital tools to improve ways of working and delivering on the strategic and operational plans.
- Contribute to ITU's media campaigns, social media, and public relations/outreach in South Asia.

Perform any other task in his/her field of competence that may be assigned to him/her by the supervisor.

CORE COMPETENCIES

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

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making
Client and Service Orientation
Innovation and Facilitating Change
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

Excellent research skills and very good knowledge of global and regional trends in the area of the above-mentioned work. Knowledge of ICT policy and regulatory frameworks, infrastructure and digital innovations in the area/region. Knowledge of project management principles and methodologies. Experience and knowledge of conditions prevailing in the region and a good understanding of the problems and aspirations of countries involved.

QUALIFICATIONS REQUIRED

Education:
Advanced university degree in telecommunication, information systems, engineering or related fields, with some specialization in telecommunication or in social sciences, law, international relations, development studies, public or business administration 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 ten years of progressively responsible experience in the above fields, preferably acquired in a telecommunication/ICT administration/organization, international/ regional organization, or recognized private sector entity, including at least five years at international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Professional experience in managing a culturally diverse team and team building is an asset. Proven track records in developing and implementing technical cooperation projects which mainstreamed gender perspectives and resource mobilization desired.

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.)

BENEFITS AND ENTITLEMENTS

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 $ 88,162 + post adjustment $ 31,474
Other allowances and benefits subject to specific terms of appointment, please refer to
https://jobs.itu.int/content/What-we-offer/?locale=en_US

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU Careers website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of

candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusi within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethni backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gei balance is a high priority for ITU.