



General Secretariat (GS)

Geneva, 14 September 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 34

Subject: **Vacancy Notice No. 835P-2022/BDT-DDR/EXTERNAL/P3**

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-Programme-Officer/848291155/>

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. 835P-2022/BDT-DDR/EXTERNAL/P3**

Job Title: Programme Officer

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.

Programme Officer

Vacancy notice no: 835

Sector: BDT

Department: DDR

Country of contract: India

Duty station: New Delhi

Position number: TD27R/P3/781

Grade: P3

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 of the Regional Office for Asia and the Pacific and the daily supervision of the Head of the ITU Area Office and Innovation Centre for South Asia and, in close collaboration with other ITU officers in the Regional Office, Area Office and HQs, the incumbent performs the following duties:

- Identifies and analyses the needs of developing countries for ITU's assistance in the area of digital innovation; provides technical advice and prepares recommendations for approval of assistance modality

and projects by the Regional Director and the Head of the Area Office; undertakes technical assistance and implements regional, subregional and national activities in the area of digital innovation among the countries covered by the Area Office.

- Manages the implementation of the Innovation Centre according to the Innovation Centre operational plan: develops projects, initiatives and activities in support of the Innovation Centre, including project documents and cooperation agreements; undertakes necessary recruitments and procurements and organizes seminars and workshops at the Innovation Centre.
- Establishes and expands networks and partnerships with UNDP/ UNCT, other national/regional/international institutions, private sector, academia and civil society organizations for the implementation of the above technical assistance, projects, initiatives and activities, and contributes to the development, implementation and monitoring of the UN Common Country Assessments and Sustainable Development Cooperation Frameworks in the assigned countries.
- Participates in resource mobilization and identification of potential sources of funding for activities related to the Area Office and Innovation Centre in cooperation with colleagues at the Regional Office and HQ; develops concept notes, budget estimation, M&E, risk management plans, project progress reports and other project related documentation.
- Supports monitoring, assessments, and evaluation of activities, initiatives and projects undertaken by the Area Office, and reporting at the Regional Development Forum (RDF), Council and TDAG meetings and any other statutory meetings of ITU.
- Implements the decisions/recommendations of the World and Regional Development Conferences (WTDC), World Telecommunication Standardization Assembly (WTSA) and other ITU conferences and contributes to the implementation of the Regional Initiatives in the area of digital innovation and through the Innovation Centre.
- Plans, monitors and maintains the IT Infrastructure of the Area Office and Innovation Centre, including the ITU Area Office webpage, servers, LANs, leased line connectivity, Wi-Fi connectivity and inventory of IT devices for the Area Office, in close collaboration with the IT team at ITU HQ.
- Attends meetings, conferences, or events and represents ITU when requested; prepares presentations on topics related to ITU activities in the Asia and the Pacific Region and drafts speeches.
- Performs any other related duties that may be assigned by his/her 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
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 telecommunications engineering, information systems, digital innovation, business or public administration or related fields, 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in telecommunication/ICT developments related activities, preferably in digital innovation, including at least two in India. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in networking and partnership building in the telecommunication sector and good knowledge of digital innovation ecosystem and incubator in Asia and the Pacific would be an advantage. Proven experience in project and programme management as well as resource mobilization is an asset.

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

Le traitement annuel total se compose d'un traitement annuel net (net d'impôts et avant déduction des contributions à l'assurance maladie et à la Caisse des pensions) en dollars USD et d'une indemnité de poste (indemnité de cherté de la vie). L'indemnité de poste est variable et peut être modifiée sans préavis, conformément aux taux fixés dans le régime commun des Nations Unies pour les traitements et les prestations.

Salaire annuel à partir de \$ 60,962 + indemnité de poste \$ 21,763

Les autres indemnités et prestations sont soumises aux conditions particulières de l'engagement, merci de vous référer à 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 inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.