



General Secretariat (GS)

Geneva, 1 March 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/4

Subject: **Vacancy Notice No. 1047D-2023/TSB-TSP/EXTERNAL/D2**

Dear Madam, 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 01/05/2023 on ITU career website:

<https://jobs.itu.int/job/Deputy-to-the-Director%2C-Telecommunication-Standardization-Bureau-and-Chief%2C-TSP-Department/936889055/>

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,

Doreen Bogdan-Martin

Secretary-General

Annexes: **Vacancy Notice No. 1047D-2023/TSB-TSP/EXTERNAL/D2**

Job Title: Deputy to the Director, Telecommunication Standardization Bureau and Chief, TSP Department

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.

Deputy to the Director, Telecommunication Standardization Bureau and Chief, TSP Department

Vacancy notice no: 1047

Sector: TSB

Department: TSP

Country of contract: Switzerland

Duty station: Geneva

Position number: ST02/D2/583

Grade: D2

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): 01 May 2023

ORGANIZATIONAL UNIT

The Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

Within the Telecommunication Standardization Bureau (TSB), the Telecommunication Standardization Policy Department (TSP) is responsible for the policies guiding ITU-T and the maintenance of its relevant position in the global standardization arena. It oversees the implementation of the WTSA Action Plan, and is responsible for identifying emerging technologies and analysing technology trends in order to advise membership on emerging standardization developments. The Department is also responsible for the bureau's communication, human resources, finance, membership functions, academic initiatives and the ITU Journal, a periodical dedicated to research topics in telecommunication and ICTs.

DUTIES AND RESPONSIBILITIES

Under the direction of the Director of the Telecommunication Standardization Bureau, the Deputy to the Director and Chief, Telecommunication Standardization Policy Department performs the following duties:

1. In his/her capacity as Deputy to the Director:
 - 1.1 represents the Director of the Bureau in the Union's management committees and advises the Director on matters arising from the decisions taken by those committees; participates in the TSB management committee and contributes to the development of TSB strategy and policy;
 - 1.2 manages the preparation of the Sector for the Telecommunication Standardization Advisory Group

(TSAG), Council, ITU Plenipotentiary Conferences and world or regional conferences and assists and advises the Director during TSAG, Council sessions and at ITU Plenipotentiary Conferences and world or regional conferences;

1.3 as Head of the Secretariat for the World Telecommunication Standardization Assembly (WTSA) coordinates the preparation of the Bureau's contributions to the Assembly including advising the Chairman of the Assembly on the work of the Assembly;

1.4 engages actively with current and prospective new members and clients.

2. Manages the work of the Telecommunication Standardization Policy Department, supervising the Strategic Engagement Division; ITU Journal and ITU-T Academia Programme, and the WTSA Programmes:

2.1 directs the implementation of the Bureau's promotion, communication and policy program;

2.2 establishes the WTSA action plan and directs the timely implementation of WTSA Resolutions.

3. Heads the Telecommunication Standardization Advisory Group (TSAG) Secretariat and ensures implementation and follow up of TSAG decisions.

4. Manages relations with the Radiocommunication Bureau and the Telecommunication Development Bureau, as well as with ISO, IEC and other standardization organizations including the Global Standards Collaboration.

5. Represents the TSB at international meetings related to the Sector's activities.

6. Performs other related duties as assigned.

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

Leadership

Innovation and Facilitating Change

Networking and Building Partnerships

Planning and Organising

Successful Management

TECHNICAL COMPETENCIES

- High level of negotiating skills.
- Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
- Reliability and commitment to timely delivery of high-quality outputs and to achieving ITU-T goals.
- Ability to build up teams and motivate and achieve effective teamwork.
- Ability to draft and write in a clear and concise manner and to communicate effectively orally.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Proven ability to develop and maintain effective working relationships with officials and partners.
- Proficiency in relevant office computer applications.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in engineering, telecommunications, sciences, mathematics 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-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least twenty years of progressively responsible experience in the field of the post, including at least ten at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Substantial experience with the work of the ITU-T and established reputation in that area.

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

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 \$ 117,280 + post adjustment \$ 108,015

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 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.