



General Secretariat (GS)

Geneva, 17 April 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/10

Subject: **Vacancy Notice No. 1120-2023/SG-SPM/EXTERNAL/D2, "Chief, Strategic Planning and Membership Department"**

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 19/06/2023 on ITU career website: <https://jobs.itu.int/job/Chief%2C-Strategic-Planning-and-Membership-Department/939713055/>

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. 1120-2023/SG-SPM/EXTERNAL/D2, "Chief, Strategic Planning and Membership Department"**

Job Title: Chief, Strategic Planning and Membership 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.

Chief, Strategic Planning and Membership Department

Vacancy notice no: 1120

Sector: SG

Department: SPM

Country of contract: Switzerland

Duty station: Geneva

Position number: PM01/D2/200

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): 19 June 2023

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

DUTIES AND RESPONSIBILITIES

Under the direction of the Secretary-General, and in close collaboration with the Deputy Secretary-General, the Chief Strategic Planning and Membership Department is responsible for providing strategic direction and

management in accordance with ITU standards of efficiency, accountability and integrity, and coordination of strategic planning, programme monitoring, partnership development and resource mobilization. By providing leadership and high-level guidance and support for the development and implementation of effective and innovative multistakeholder partnerships and resource mobilization efforts, the Chief of Department plays a primary role in ensuring ITU's continued capacity to deliver its mandate and support the strategic objectives. Chief of Department acts as driver for change by leading and supporting ITU's initiatives. The incumbent performs the following duties:

- Analyzes on a continuous basis developments and trends in digital technologies, telecommunications/ICT environment in the context of the global information economy and society and assesses their challenges and implications for the ITU; promotes cutting-edge and innovative approaches; oversees the development of forward-looking strategic options, proposals and plans relating to the purposes of the Union in a changing environment (including through improved strategic foresight).
- In close collaboration with the Deputy Secretary-General, fosters, promotes and advocates intersectoral work/coordination, including planning and directing activities of the Union such as the World Telecommunication Policy Forum, the World Telecom and Information Society Day celebrations and related events; contributes to the development of plans for the implementation of the results of WSIS; and directs the development plans for promoting youth and gender-related strategies and activities.
- In close collaboration with the Deputy Secretary-General, provides intellectual and strategic leadership and oversight in the elaboration, implementation, monitoring and reporting of the Organization's overall strategy and programme, results framework, including the thematic, priorities, the enablers, the outcomes and outputs and the development of the related impact and performance indicators, ensuring compliance with the guidance provided by the Governing Bodies, and coordinating the development of strategic approaches for a variety of programme issues, in line with ITU's global objectives and strategic directions.
- Oversees the development and management of the ITU's sound relations with Member States and specialized agencies and other international organizations, with regional and sub-regional telecommunications organizations, satellite organizations, with non-governmental international organizations and academic institutions.
- Directs the preparation of quality reports and publications entrusted by the ITU's competent authorities. Ensures overall coherence of operations.
- Oversees and directs the ITU's corporate communication programme, promoting its leadership role in the international community; provides expert advice to the Secretary General and senior managers on all questions relating to communication strategies, image, and opportunities.
- Plans, directs and implements the strategies, platforms and measures required to establish ITU as a thought leader and for ITU's thought leadership delivery including establishing working relationships with experts and top academics in specific fields of technology to jointly produce discussion/research papers for publication and dissemination; working with the diplomatic community to promote better understanding of technologies and their impact so as to better prepare them for discussions at ITU meetings and conferences; develops national strategies for the rollout of these technologies; and establish experiential learning for ITU staff.
- Strengthens support to UN system inter-agency activities at global, regional, and national levels, including representing ITU in relevant bodies and committees.
- Oversees Secretariat to the Council, Plenipotentiary, and other conferences of the Union; supports the Secretary-General in designing and organizing senior management retreats and similar strategic planning meetings of the senior leadership.
- Provides strategic oversight to the Broadband Commission for Sustainable Development (BBCOM) and performs all duties required as the Executive Director of the BBCOM in support of the secretariat.
- Upon the request of the Secretary-General, represents the ITU at national, regional, and international level.
- Assists the Secretary-General and Deputy Secretary-General in dealing with strategic issues of the entire ITU.
- Carries out other duties that may be assigned by the Secretary-General or the Deputy Secretary-General.

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
Innovation and Facilitating Change
Client and Service Orientation
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

Extensive knowledge of ITU activities.

Ability to identify key strategic planning issues, opportunities, and risks and to formulate and take responsive initiatives.

Capacity to guide development of cross-sectoral policies and strategies.

Ability to build up and motivate teams and achieve effective teamwork towards a timely delivery of high-quality outputs.

High level of negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications, economics, law, political science, public or business administration, or other related fields or education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the above fields. 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 (20) years of progressively responsible experience, including a minimum of ten (10) years in an international environment, either in the public or private sector and an excellent knowledge of telecommunications/ICT in the international context. Experience in providing expertise and advice to senior management on a wide range of international telecommunications/ICT issues and policies is also required. High-level management experience is essential. Good knowledge of ITU work would be an advantage.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

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 \$ 111,502 + post adjustment \$ 101,355

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

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.