Geneva, 12 May 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/12

Subject: **Vacancy Notice No. 1148P-2023/BDT-DDR/EXTERNAL/P2,**

"Programme Administrator"

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Regional Office for the Arab States.

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 11/07/2023 on ITU career website: https://jobs.itu.int/job/Programme-Administrator/941905155/

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. 1148P-2023/BDT-DDR/EXTERNAL/P2,**

"Programme Administrator"

Job Title: Programme Administrator

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.

Programme Administrator

Vacancy notice no: 1148
Sector: BDT
Department: DDR
Country of contract: Egypt
Duty station: Cairo

Position number: TD28R/P2/685
Grade: P2
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): 11 July 2023

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 regular direction and supervision of the Senior Advisor, and the Director of the Regional Office for the Arab States; and in close collaboration with other ITU officers in the Regional Office as well as thematic priorities (TP), the post aids and serves as a focal point for the Office regarding programme and project execution, following guidance provided by more senior staff. To this extent, the incumbent will perform the following duties:

- Participate actively in the management of program and projects and assist program coordinators and Regional Director. Support programme and project identification, planning and implementation. Propose corrective actions. Conduct topic and situational analysis, informing supervisor(s) of findings.
- Contribute to program and project evaluation and monitoring by evaluating existing cooperation programs and project documents. Prepare program and project proposal information and revise them as necessary.

- Conduct research on the evolution of expertise in the relevant field. Conduct research on local, national, and regional issues relating to information technology. Analyse and interpret background history and documentation of programmes and projects. Prepare, compile and exchange information as required for presentations, speeches, documents, reports, and papers, contributing background information. Conduct research to identify extra budgetary funds and programme and project sponsors.
- Attend meetings, conferences, or events; prepare presentations on topics related to ITU/BDT activ in the Region and draft speeches.
- Collaborate with the corresponding Bureau at headquarters and the corresponding Offices in the region and support the organizations and United Nations efforts to strengthen positions with intellectual and academic institutions. Identify and propose cooperation opportunities on a regular basis.
- Contribute to the preparation of the draft Operational Plan by analysing requests received and proposing actions to fulfil priorities set by the Regional Initiatives preparing the draft budget for each proposed activity, including activities of digital skills development and capacity building; assist with the coordination and monitoring of its implementation in the Region when approved.
- Participate in administrative activities related to the implementation of regional, sub-regional and national FIT projects under the responsibility of the Regional Office; analyse progress and prepare reports; guide and orient the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of the project's objectives.
- Implement the decisions/recommendations of World Development Conferences; work in close cooperation with BDT Thematic Priorities, those pertaining to the Region.
- Responsible for handling all social media accounts and preparation of speeches and briefs for the Senior Advisor or the Regional Director.
- Perform any other related duties that may be assigned by the Senior Advisor or the Regional Director.

.

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

TECHNICAL COMPETENCIES
Excellent research skills and very good knowledge of global trends in the work. Knowledge of project management principles and methodologies. Knowledge of fundraising strategies and tactics would be an advantage.

QUALIFICATIONS REQUIRED

Education:
University degree in engineering, information technology, business administration, economies, international relations or a related field or education from a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:
At least three years of progressively responsible experience in telecommunication/ICT developments related activities, including at least one at the international level. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in a related field can be considered as a substitute for two years of working experience. Experience within the telecommunication sector in the Arab Region and good knowledge of the regulatory scenario in the Region would be an advantage.

Languages:
Knowledge of English and Arabic at advanced level. Knowledge of a third official language of the Union (Spanish, Chinese, French, Russian) 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 $ 50,377 + post adjustment $ 11,687

Other allowances and benefits subject to specific terms of appointment, please refer to:
https://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.