



General Secretariat (GS)

Geneva, 26 May 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/14

Subject: **Vacancy Notice No. 1180P-2023/BDT-DDR/EXTERNAL/P3 "Programme Officer"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled in Addis Ababa within the Regional Office for Africa.

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 24/07/2023 on ITU career website:

<https://jobs.itu.int/job/Programme-Officer/943084355/>

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. 1180P-2023/BDT-DDR/EXTERNAL/P3 "Programme Officer"**

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.

Programme Officer

Vacancy notice no: 1180

Sector: BDT

Department: DDR

Country of contract: Ethiopia

Duty station: Addis Ababa

Position number: TD25R/P3/581

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): 24 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 overall authority of the Regional Director and in collaboration with the Head of the Area Office, where applicable, the incumbent performs the following duties:

- Develops and supports programmes and projects of interest for the region in coordination with ITU Regional and Area Offices.
- Provides technical advice and assistance to Member States in formulating national and regional digital transformation strategies and approaches, and activities enabled by digital technologies, as well as the management and implementation of various programmes and projects.

- Analyzes and keeps abreast of the latest developments and trends on digital transformation and in the digital domain, including on policy and regulation, ICT applications, innovation, digital technologies such as Artificial Intelligence (AI), Internet of Things (IoT), Big Data, 5G, Space Technologies, and others. Ensures best practices to improve the contribution of ITU, United Nations and development partners joint programmes and projects.
 - Monitors advancements in the field of expertise and provides advice to management and colleagues. Monitors and implements programmes and projects for meaningful connectivity and digital inclusion.
 - Provides programme and project support, defines and revises project requirements and specifications, suggests joint activities, mobilizes resources, and proposes partnership opportunities. Identifies, proposes, and develops cooperation opportunities with UN agencies, regional and international organizations, development partners, private sector, academia, and other relevant stakeholders. Serves as a specialist for cooperation programmes and projects under his/her responsibility. Prepares and drafts, as necessary, inputs for budgets for programmes and projects, and follows such projects throughout the project cycle.
 - Follows up programme and project budget implementation and financial situations, reporting status and raising potential issues with management. Identifies prospective partners, funding opportunities and actively initiates, participates in and follows up with meetings.
 - Monitors, organizes, and conducts programme, project, and product evaluations. Edits and compiles relevant documentation to enable programme and project work. Analyzes, develops, organizes, and applies background information and documentation of projects, identifying and proposing strategies and decisions, and adding technical insights and value to programmes and projects.
 - Serves as focal point for selected questions of the ITU study groups in general and ITU-D study groups in particular, as well as technical groups at the regional level.
 - Liaises with and provides technical support to regional, national, and international organizations, including other agencies within the United Nations system, African Union, African Telecommunications Union, Smart Africa, and other organizations and partners. Recommends prospective partners in selecting and proposing extensive collaborative activities.
- Attends meetings and participates in technical groups as the representative of a specific programme area, to exchange information, discuss best practices and remain informed of subject matter developments, as delegated by the Regional Director/Head of the Area Office. As a focal point, share insights with colleagues across programmes and projects.
 - Provides inputs and recommendations to the planning and organization of the work, resolving implementation problems and responding to internal technical and administrative demands.
 - 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
 Innovation and Facilitating Change
 Networking and Building Partnerships
 Planning and Organising

TECHNICAL COMPETENCIES

- Continuous enhancement of the knowledge and capacity of developing countries in the effective application of digital technologies and tools.
- Comprehensive background and understanding of subjects related to digital transformation, digital policy and regulation, emerging technologies, ICT applications/services acquired in a telecommunication administration, international organization/institution or private agency and knowledge of conditions in the Africa region in general.
- Good understanding of universal service and access, connectivity, innovation and human-centered design, emerging technologies, as well as knowledge of the digital challenges and aspirations of countries in Sub-Saharan Africa would be an added advantage.

- Excellent research skills and very good knowledge of global and regional trends related to the work.
- Ability to draft precise and complete analytical reports, project proposals, documents, project evaluations and briefings.
- Knowledge of and ability to use computers.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in economics, management or telecommunications/ICTs engineering, business administration, public administration, project management 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 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 the field of the post, including at least two at the international level. Comprehensive experience and background in subjects related to telecommunications/ICT networks and apps economics. A doctorate in a related field can be considered as a substitute for two 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

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 \$ 64,121 + post adjustment \$ 36,805

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.