**General Secretariat (GS)**

Geneva, 26 July 2023

E-mail:        HRerecruit@itu.int

 To the Director-General

# Circular letter No. 23/18

Subject:        **Vacancy Notice No. 1299P-2023/BDT-DNS/EXTERNAL/P4 "Technology Coordinator"**

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 25/09/2023 on ITU career website:** https://jobs.itu.int/job/Geneva-Technology-Coordinator/950454255/

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. 1299P-2023/BDT-DNS/EXTERNAL/P4 "Technology Coordinator"**

# Job Title: Technology Coordinator

## 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.*

## Technology Coordinator

**Vacancy notice no:** 1299
**Sector:** BDT
**Department:** DNS
**Country of contract:** Switzerland
**Duty station:** Geneva

**Position number:** TD35/P4/344
**Grade:** P4
**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):** 25 September 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 Digital Networks & Society Department is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges (in particular, climate change and e-waste), and for promoting innovation, ICT applications/services, digital inclusion and ecosystems, with the ultimate goal to 'leave no one behind'.

### DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the Future Networks & Spectrum Management Division, the role of the post is to ensure the successful implementation, deployment and roll-out of the Last Mile Connectivity Toolkit (such as bandwidth estimation etc.). Lead cloud deployment of application and support adoption in ITU regions. Lead and manage implementation of the operational plans and projects to design and deploy green and resilient last/middle mile and satellite infrastructure networks within the framework of the Kigali action plan and the relevant Plenipotentiary, WTDC and Council resolutions. To this extend, the incumbent will perform the following duties:

- Coordinate the implementation and adoption of FNS toolkits in regions. Support various initiatives such as School connectivity. Develop network ecosystem playbooks for all access technologies (terrestrial and satellite), connectivity plans, technology selection and network integration strategies. Support activities to ramp up connectivity deployments to connect the unconnected and drive user base growth of ITU toolkits.
- Provide assistance to developing countries in defining spectrum management and monitoring roadmaps. Review spectrum management/monitoring technical material. Work with internal stakeholders (including BR and TSB) to draft and review spectrum course and training material. Work with the regional colleagues to design and deploy regional spectrum workshops and training. Contribute to related ITU-D Study Group question on spectrum.
- Lead multi-regional implementation and deployment of developed FNS technology tools working closely with partners and internal stakeholders. Lead development/implementation, monitor, and follow up on related projects and activities, including radio, fixed access, IP, optical transport, mobile, edge computing, cloud services and more (FTTH, Satellite, submarine etc.). Establish and promote best practices in line with regulatory compliance to ensure regional development of innovative satellite technology solutions at scale. Is responsible for technology deployment lifecycle incubation and innovation. Develop, implement, and maintain FNS connectivity technology toolkit portfolio, ecosystems initiatives and corresponding digital goods.
- Create technology and connectivity strategies to meet business requirements. Support business case development and identify funding partners. Manage the technical relationships with infrastructure hardware/software partners to accelerate market adoption. Identify key use case requirements, compile common feature sets and software open API requests. Manage multinational, multi-region experts to incubate and accelerate Future Network and Spectrum Management connectivity initiatives against set standards and targets. Develop network evolution strategies and solutions to improve connectivity and ready networks for future technologies (such as LEO constellations etc.). Develop goals and metrics and SLAs to track individual and regional progress as well as resilience of connectivity services.
- Propose and develop strategies, guidelines, and models to assist developing countries in deploying appropriate regulatory frameworks, telecommunication technologies and business practices to ensure universal access to telecommunication services.

- Contribute to the preparation of manuals, guides, and appropriate software specifications for broadband access (including access, metro and backhaul networks), satellite communications, spectrum management, to assist ITU Member countries in building their national telecommunication system and implementation of training programmes on telecommunication networks software tools. Identify training needs of developing countries in relation to the relevant programmes of the ITU development sector to promote capacity building, organize and manage training programmes and workshops in capacity building activities in close cooperation with ITU learning unit. Organize, manage, and participate in specialized seminars, symposia and meetings presenting relevant papers in the field of his/her specialty. Represent ITU in discussions and meetings related to the areas of expertise.
- Provide specialized inputs to ITU-D and ITU-R Study Groups, WSIS Action Lines; act as a focal point for Study Group questions and WSIS Action Lines relevant to his/her specialization.
- Organize, manage, and participate in specialized seminars, symposia, and meetings, presenting relevant papers in the field of his/her speciality.
- Provide support, services, and advice, as a specialist including:
  - Information and advice on elements of general telecommunications for public and specialized networks and development projects in areas concerned.
  - Information and advice on elements of data networks (Internet) for public and specialized networks and development projects in areas concerned.
  - Coordination of services for the establishment of Network Planning Systems within ITU Member and the ITU-D sector Members, including establishment of regional training centres.

- Equipment specifications in collaboration with requesting ITU Members and ITU-D Sector Members.
- System evaluations and/or technical evaluations of tenders for equipment.
- Contribution to the selection of experts when needed, monitoring of their work and controlling the quality of their mission outputs/final reports.

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- Identify, negotiate, and promote opportunities for partnership and collaboration with national and international organizations, development banks, academic and research institutions, and the private sector in implementing the relevant programmes of the ITU Development Sector.
- Keep abreast of best practices and new developments in the field of expertise and makes innovative proposals.
- Identify training needs of developing countries in relation to the relevant programmes of the ITU Development Sector to promote capacity building; organize and manage training programmes and workshops in capacity building activities in close cooperation with the HCB Unit.
- Represent ITU in discussions and meetings related to areas of expertise.
- Perform 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
Successful Management

## TECHNICAL COMPETENCIES
- Extensive knowledge of telecommunication networks, fixed/mobile terrestrial and satellite physical infrastructure. Extensive experience with ICT networks planning, design and implementation. Demonstrated expertise in technical project management. Familiarity with software development lifecycles and digital goods portfolio management.
- Model, establish and validate requirements for satellites networks. End-to-end communications design and development incorporating RF systems, IP networks, Spectrum management and OSS/BSS technology and development.
- Develop principles and techniques for broadband networks, effective spectrum management, sharing criteria and methods, techniques for spectrum monitoring and long-term strategies for spectrum utilization and economic approaches to national spectrum management, utilization of satellite resources.
- Knowledge of cloud technologies and application deployments.
- Good writing skills including the ability to draft precise and complete analytical reports, projects, proposals and documents.
- Good knowledge of the impact of the introduction of telecommunications and its applications, focusing on technologies, regulatory approaches, economic solutions, and organizational approaches in different contexts and designing appropriate training programmes.
- Ability to cultivate and maintain good international and working relations with officials at all levels in administrations, national and international organizations, interacting and cooperating with individuals from different cultural backgrounds.

- Ability to use knowledge, experience, and technical skills to address specific developmental situations, as well as the ability to analyse large amounts of data to provide viable technical and operational solutions.
- Ability to provide innovative solutions, while working with developing countries in rural and remote areas and engaging partners from national and international organizations as well the private sector.
- Excellent communication and advocacy skills.
- Experience with measuring impact of the introduction of telecommunications and its applications, focusing on technologies, regulatory approaches, economic solutions, and organizational approaches in different contexts and designing appropriate training programmes.
- Demonstrated ability in administration and coordination of projects as well as initiative in programme implementation and willingness to seek new challenges and assume increased responsibilities.
- Ability to take responsibility, work under pressure, concentrate on different tasks concurrently.
- Adaptability and ability to establish and maintain cooperative working relationships in a team, sensitivity to cultural and gender differences.

## QUALIFICATIONS REQUIRED
**Education:**
Advanced university degree in telecommunication (Space systems, RF Spectrum engineering, law, economics, political or social sciences) 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

**Experience:**
At least seven years of progressively responsible experience in the above fields, including at least three at the international level. 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
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 $ 77,326 + post adjustment $ 63,562
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.*