



General Secretariat (GS)

Geneva, 5 October 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/35

Subject: **Vacancy Notice No. 1378P-2023/BDT-DDR/EXTERNAL/P5 "Senior Advisor"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the Regional Office for the Americas.

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 04/12/2023 on ITU career website:

[Senior Advisor \(itu.int\)](https://www.itu.int)

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. 1378P-2023/BDT-DDR/EXTERNAL/P5 "Senior Advisor"**

Job Title: Senior Advisor

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.

Senior Advisor

Vacancy notice no: 1378

Sector: BDT

Department: DDR

Country of contract: Brazil

Duty station: Brasilia

Position number: TD26R/P5/611

Grade: P5

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): 4 December 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 direct supervision of the Regional Director for the Americas region, the incumbent will perform the following duties:

- Successfully manage the full life cycle of assigned regional initiatives, operational plan activities and projects:
 - Initiate, establish, and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation by private and public sector stakeholders in ITU activities.
 - Develop complete project proposals and successfully secure partners and resources for ITU, for the purpose of connecting the unconnected and contributing to the implementation of the Sustainable Development Goals (SDGs), while responding to the needs of the countries in the region.

- Develop project implementation plans and documents with clearly defined goals, deliverables, KPIs and timelines based on results-based approach; identify priority activities and allocate appropriate resources.
 - Develop project and risk management frameworks; assess and monitor risks.
 - Drive implementation, monitoring, evaluation, reporting and impact assessment of regional projects, initiatives, and activities, in collaboration with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal procedures and internal control rules.
 - Lead the work of one or more of BDT's thematic priorities as regional expert and coordinator and collaborate with colleagues in the headquarters and region.
 - Promote and contribute to ITU's expertise in the areas of ICT development and related policies, including the areas that represent the main challenges of the region: spectrum management, strengthening of digital agendas, enabling policy and regulation, and enhancement of digital skills/digital-inclusion.
- ◆ Strengthen ITU's role and position within the UN Sustainable Development Group (UNSDG) and UN Country Teams (UNCTs):
 - Identify opportunities for partnerships (and financial support) for activities targeted at the specific areas of interest to ITU Member States within the UNSDG and UNCTs.
 - Participate in and facilitate, to the extent possible, ITU's involvement in the UN Sustainable Development Cooperation Framework (UNSDCF), and contribute to the common country assessments, working with all the UN Agencies in the region.
 - Coordinate ITU activities at the country level with the Resident Coordinator (RC) and UNCTs where applicable, while establishing and maintaining excellent relationships with other UN agencies and partners.
 - Ensure that all ITU technical cooperation activities are aligned with the requests received from the government and the implementations are coordinated with respective UNCTs.
 - Regularly monitor the implementation of existing and draft United Nations Development Assistance Framework (UNDAF) agreements to assess the need for further ITU action.
 - ◆ Improve internal working methods, collaboration, and organization:
 - Support the Regional Director in the coordination of activities between headquarters and regional/area offices, to strengthen collaboration, knowledge sharing and effective implementation of regional initiatives and technical cooperation projects.
 - Coordinate and promote the work of all ITU Bureaus within the region as One ITU.
 - Demonstrate and lead the development of staff capacity in RBM, strategic planning, project management, gender mainstreaming, change initiatives and resource mobilization and management.
 - Manage and evaluate the performance of staff and consultants to ensure full delivery of agreed outputs in a timely manner, while fostering a spirit of professionalism, collaboration, ethics, and teamwork.
 - Promote innovation and use of technological tools to improve ways of working and delivering on the strategic and operational plans.
 - Prudently manage staff and resources in the Regional and Area Offices in the Americas and ensure full adherence and compliance with ITU service orders, policies, rules and regulations.
 - Represent ITU when and where appropriate.
 - Build and maintain excellent relationships with the main stakeholders in the Americas region.
 - ◆ Perform any other duties in his/her field of competence that may be assigned to him/her by the supervisor.

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
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- ♦ Excellent research skills and very good knowledge of global technological trends in the field of the work.
- ♦ Knowledge of policy and regulatory frameworks in the area/region.
- ♦ Knowledge of RBM, resource and project management principles and methodologies.
- ♦ Knowledge of conditions prevailing in the Region and a good understanding of the challenges and aspirations of countries and members involved.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunication engineering, information and communication technology, social sciences, public/business administration, or related fields, with some specialization in telecommunication and information systems OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation.

Experience:

At least ten years of progressively responsible experience in the above fields, preferably acquired in a telecommunication/ICT Administration/organization, international/ regional organization, or recognized private sector organization, including at least five years at the international level. A doctorate in a related field can be considered as a substitute for three years of working experience. Professional experience in the telecommunication sector in the Americas region is desirable. Demonstrated experience in gender mainstreaming and managing a culturally diverse team is an asset.

Languages:

Knowledge of English and Spanish at advanced level. Knowledge of a third official language (Arabic, Chinese, French, Russian) would be an advantage.

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 \$ 92,731 + post adjustment \$ 35,609

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.