



## General Secretariat (GS)

Geneva, 18 October 2023

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 23/39**

Subject: **VACANCY NOTICE No. 1408P-2023/BDT-DNS/EXTERNAL/P5 “Head, Cybersecurity Division (Resilience)”**

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 18/12/2023 on ITU career website:**

**Head, Cybersecurity Division (Resilience) (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. 1408P-2023/BDT-DNS/EXTERNAL/P5 “Head, Cybersecurity Division (Resilience)”**

# Job Title: Head, Cybersecurity Division (Resilience)

## 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.*

### Head, Cybersecurity Division (Resilience)

**Vacancy notice no:** 1408

**Sector:** BDT

**Department:** DNS

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD32/P5/362

**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):** 18 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 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 Chief, Digital Networks & Society Department (DNS), the Head of the Cybersecurity Division serves as leader for the team and provides authoritative expertise for all assigned responsibilities to deliver Division outputs within prescribed time, cost and quality standards and foster a collaborative spirit and cooperation to achieve the planned results. The Head of the Division operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of the delegated assignment. To this extend, the incumbent will perform the following duties:

- Lead and provide strategic guidance to the team to ensure the successful implementation and monitoring of initiatives, programme, and project objectives as well as the effective management of the resources of the Division, in line with Result Based Management (RBM) and Result Based Budgeting (RBB) disciplines and within the DNS Department and BDT mandate.
- Provide leadership and strategic guidance in the organization and coordination of the Division's core activities, namely Cybersecurity including elaboration of projects, creation of innovative partnerships and organization of workshops and meetings.

- Plan, coordinate and manage the assistance to be provided to Member States on:
  - the deployment of Cybersecurity capabilities and services within the framework of the ITU Global Cybersecurity Agenda (GCA), and COP initiatives, as well as the elaboration of appropriate and workable measures related to protection against cyber threats.
  - the implementation of programmes and projects aimed at assisting Member States in drafting National Cybersecurity Strategies and Action plans, enhancing the security of National Critical Information Infrastructures, and establishing and further developing national Cybersecurity capabilities (e.g., CIRTs).
- Engage with other relevant regional and international organizations with the objective of creating synergies, leveraging resources, and expanding outreach to a wider audience and promote the Division's work and outputs.
- Liaise with sister organizations in the UN system, with the private sector and with all stakeholders relevant to the mandate of the Division and the BDT to ensure the advancement and effectiveness of the activities undertaken by the Division and related initiatives.
- Collaborate with the other Bureaus, the General Secretariat and as appropriate with external partners in the development of joint programmes, projects, and activities relevant to the Cybersecurity's areas of interest and the mandate of the ITU-D.
- Represent BDT during conferences as appropriate and relevant to the ITU-D priority area (Inclusive and secure telecommunications/ICTs for sustainable development); represent ITU as appropriate at international fora, meetings and workshops focusing on cybersecurity related areas of interest.
- Plan and coordinate the preparation of a variety of management reports, position papers, articles, and inputs to speeches.
- 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  
 Leadership  
 Networking and Building Partnerships  
 Planning and Organising  
 Successful Management

## **TECHNICAL COMPETENCIES**

- Good technical and analytical problem-solving skills including a demonstrated ability to understand and analyze complex situations.
- Resourcefulness, initiative, maturity of judgment and negotiating skills. Tact, diplomacy, and ability to work effectively with officials at all levels and of different national, cultural and disciplinary background.
- Proven ability to lead the identification, formulation, implementation and evaluation of initiatives and project development.
- Computer literacy and knowledge of project management software tools.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in telecommunications, computer science or a related field such as engineering 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 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 purposes.

### **Experience:**

At least ten years of progressively responsible experience in the Information and Communications Technology (ICT) field, with specific focus on Cybersecurity, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Proven experience in the development and deployment of Cybersecurity capabilities and services (e.g. CERTs/CIRTs) as well as in providing policy and technical advice (e.g. National Cybersecurity Strategies). Experience working with developing countries and a variety of partners in the delivery of programmes and activities.

### **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 \$ 92,731 + post adjustment \$ 78,636

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.***