



General Secretariat (GS)

Geneva, 11 April 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/19

Subject: **VACANCY NOTICE No. 1555P-2024/BDT-DDR/EXTERNAL/P2 "Associate Programme Officer"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the ITU Regional Office for the Commonwealth of Independent States (CIS).

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 10/06/2024 on ITU career website:

[Associate Programme Officer \(itu.int\)](#)

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. 1555P-2024/BDT-DDR/EXTERNAL/P2 "Associate Programme Officer"**

Job Title: Associate 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.

Associate Programme Officer

Vacancy notice no: 1555

Sector: BDT

Department: DDR

Country of contract: Russian Federation

Duty station: Moscow

Position number: TD29R/P2/379

Grade: P2

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 10 June 2024

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 supervision of the Regional Director for the Commonwealth of Independent States (CIS), within the Field Operations Coordination Department, the incumbent performs the following duties:

- Participates actively in the management of programmes and projects by providing support to Project Managers and the Regional Director towards the implementation of global, regional, sub-regional and national projects; takes stock of needs, analyses progress and prepares reports; guides and orients the contributions of consultants, project personnel, donors, institutions, and governments towards the achievement of project objectives.
- Contributes to the identification, definition, and establishment of cooperation opportunities for the region through programmes and projects towards the achievement of Regional Priorities. Prepares

programme and project proposals that fulfil the needs of the countries in the region and concept notes as required.

- Conducts research on local, national, and regional issues relating to the development of the ICT sector and digital development across sectors in the region. Prepares presentations, reports, briefs, papers, and background information that contribute to the identification of extra budgetary funds for programmes and projects, as well as partnership opportunities.
- Attends meetings, conferences, or events; prepares presentations on topics related to ITU activities in the region, and drafts speeches and contributions to support technical discussions.
- Collaborates with the ITU Thematic Priorities (TP) and services at the Headquarters to assist offices in the region by providing instructions on administrative operations, monitoring processes and procedures for the implementation of projects, recruitment of experts, procurement services and event organization.
- Contributes to the preparation of reports related to the Operational Plan (OP) in the region, in coordination with colleagues and senior staff, and assists with follow-up of implementation levels of activities. Provides support to the Regional Director for the alignment of the OP budget with project activities, regional priorities and relevant BDT/ITU initiatives.
- Participates in the implementation of projects, activities and initiatives related to BDT priorities within the region.
- Implements the decisions/recommendations of World and Regional Development Conferences; works in close cooperation with colleagues across the Organization on work that pertains to the region.
- Provides administrative support to the Regional Office including activities related to budget funding and procurements, program/ project financial statements, petty cash, shopping chart, inventory, and event logistics.
- Performs any 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
Planning and Organising

TECHNICAL COMPETENCIES

- Knowledge of technology and Software.
- Ability to work in a vibrant multicultural environment.
- Knowledge and practical skills in drafting concept notes, meeting notes and reports, event management, communication, including social media.
- Ability to organize and set plans with concrete deadlines.

QUALIFICATIONS REQUIRED

Education:

University degree in Business Administration, Telecommunications, Economics 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 a university degree in one of the fields above. Post graduate education in related fields such as project management, communication, development study will be an added advantage.

Experience:

At least three years of progressively responsible experience in the field of the post. 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.

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 \$ 50,377 + post adjustment \$ 17,330

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.