



General Secretariat (GS)

Geneva, 16 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 24/25**

Subject: **VACANCY NOTICE No. 1612P-2024/SGO/EXTERNAL/P5 "Chief of Staff"**

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 15/07/2024 on ITU career website:**

**[Chief of Staff \(itu.int\)](#)**

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. 1612P-2024/SGO/EXTERNAL/P5 "Chief of Staff"**

## Job Title: Chief of Staff

### 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.*

#### Chief of Staff

**Vacancy notice no:** 1612

**Sector:** SG

**Department:**

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** SG1/P5/15

**Grade:** P5

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 15 July 2024

### ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

#### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Secretary-General, the Chief of Staff is responsible for ensuring the integrated and coherent functioning of the Executive Office. The incumbent provides support and expert and strategic advice to the Secretary General and Deputy Secretary-General and assistance in the decision-making process on various ITU related topics, internal or external. To this extent, the incumbent will perform the following duties:

- Provide strategic direction to the overall functioning of the Executive Office, providing expert advice, leadership and direction to the staff (Coordination Officer(s) and Administrative Assistants); ensure overall coordination of the substantive support to the SG and DSG and appropriate follow-up.
- Review status of work plans for key support functions and specific initiatives; assess bottlenecks and the need to escalate to the SG; prioritize required decisions; discuss issues with function leads and identify solutions to accelerate progress.
- Lead strategic initiatives, task forces, working groups and meetings in support and on behalf of the SG, aiming at reinforcing the organizational excellence of ITU, and work closely with the Chief of the Transformation Team to advise on business transformation in areas such as financial management, results-based management, people and culture, oversight and internal controls, and ITU's digital transformation.

- Ensure quality control and high-quality standards of all outputs and communications that emanate from the Executive's Office or are produced by the Secretariat in terms of quality, political impact, substance, or presentation; ensure that reports are clear, objective and based on comprehensive data and meet required standards, working in close collaboration with the relevant functional units across ITU.
- Advise on assessing invitations and proposed missions addressed to the SG in terms of importance and priority; oversee the processes for the preparation of responses based on the SG's decision.
- Act as secretariat to high-level inter-sectoral committees (Coordination Committee, MCG, and others to be defined by the SG) and attend bilateral meetings of the SG; take notes; write reports; and coordinate timely follow-up on issues raised.
- Serve as a member of the SG's Senior Management Team and provide advice on strategic discussion and development and policy setting.
- In the absence of the SG and the DSG or by delegated authority, receive visitors, perform representational functions, organize and attend meetings on their behalf.
- Serve as the focal point in the Executive Office for all sensitive personnel and management issues.
- 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**

- Ability to conceptualize and convey strategic vision.
- Demonstrated negotiating, cultural sensitivity and diplomatic skills.
- Well-developed people management skills.
- Provides information, tools, resources to support work achievement.
- Effectiveness orientation and pro-activity.
- Ability to leverage information technology, executive information systems, management techniques and tools for optimal office performance.
- Team building skills.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in international relations, political science, business administration, public administration, management, law, or a related field 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 strategic business management, planning and operations in a large international and/or corporate organization preferably in the United Nation system and its organizations, 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.

**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****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 \$ 78,636

Other allowances and benefits subject to specific terms of appointment, please refer to:

[https://jobs.itu.int/content/What-we-offer/?locale=en\\_US](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.*