



General Secretariat (GS)

Geneva, 24 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/27

Subject: **VACANCY NOTICE No. 1621D-2024/BDT-DDR/EXTERNAL/D2 “Deputy to the Director, BDT and Chief, Operations Coordination Department”**

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 23/07/2024 on ITU career website:

[Deputy to the Director, BDT and Chief, Operations Coordination Department \(itu.int\)](#)

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. 1621D-2024/BDT-DDR/EXTERNAL/D2 “Deputy to the Director, BDT and Chief, Operations Coordination Department”**

Job Title: Deputy to the Director, BDT and Chief, Operations Coordination Department

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.

Deputy to the Director, BDT and Chief, Operations Coordination Department

Vacancy notice no: 1621

Sector: BDT

Department: DDR

Country of contract: Switzerland

Duty station: Geneva

Position number: TD02/D2/340

Grade: D2

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 23 July 2024

ORGANIZATIONAL UNIT

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union. BDT deals mainly with development policies, strategies, programming, projects, as well as technical cooperation activities to enable and foster universal access to affordable, high-quality and secure telecommunications/ICTs and Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development. To effectively and efficiently serve the needs of Member States, BDT is organized into four functional areas:

- Operations Coordination Department (Office of the Deputy to the Director)
- Projects, Partnerships & Digital Skills Department (PPS)
- Digital Networks & Environment Department (DNE)
- Digital Knowledge Society Department (DKS)

The Office of the Deputy to the Director and Operations Coordination Department are responsible for ensuring operation readiness and providing support for the functioning of the regional offices and headquarters in Geneva, especially the implementation of projects and programmes. Functional areas, such as meetings, fellowship and IT support reports to this Department. The unit for special attention in all aspects related to LDCs, LLDCs and SIDs is the responsibility of this Department. The Deputy to the Director is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, financial and operational planning process. The Department is responsible for leading the operational planning and implementation support, within the framework of the Action Plan. The Department is also responsible for coordinating conferences and events, editorial works and documentation control, monitoring the implementation of decisions emanating from ITU and BDT governing bodies, including TDAG, Council, Conferences and Assemblies of the other Sectors on matters of relevance to BDT. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Director of the Telecommunication Development Bureau (BDT), The Deputy to the Director and Chief, Operations Coordination Department (DDR) is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, finance and operational planning process. The Operations Coordination Department is responsible for leading the operational planning and assessment within the framework of the Action Plan as adopted by the Kigali World Telecommunication Development Conference in coordination with the heads of the other departments in the Bureau and regional directors. The incumbent will directly supervise staff of the Department as well as coordinating the overall projects and operational plan activities of the International Telecommunication Union (ITU) regional offices and headquarters (HQ) departments in collaboration with the regional directors and chiefs of department. To this extent, the incumbent performs the following duties:

- Assists and serves as a management resource to the BDT Director; provide expert advice and strategic assistance to the BDT Director in the direction and management of the Bureau and acts for the Director of BDT in his absence.
- Coordinates the work of the overall projects and operational plan activities in terms of planning and operations of the ITU regional offices and HQ departments; ensures the harmonization of all BDT projects in order to avoid overlaps, increase efficiency and ensure consistency of projects within the Bureau, whether managed at HQ or at the regional level; ensures proper and monitors delegation of authority and accountability to the regional offices, as approved by the Director.
- Is responsible for the World Telecommunication Development Conference preparations and act as secretary of the Plenary of the Conference; manages the preparation of BDT input to the Council, Plenipotentiary Conferences and world and regional conferences and assemblies of the other sectors and monitors the implementation of decisions emanating from these meetings that are relevant to the ITU-D Sector; advise the Director accordingly.
- Advises the Director on all questions related to personnel and financial management of the Bureau.
- Organizes the Bureau's cooperation with the other sectors and with the General Secretariat in line with the One ITU concept.
- Represents the Bureau and the Director in the Union's management committees and other official bodies and advises the Director on matters arising from the decisions taken by those committees; represents the Director, the Bureau and ITU conferences and meetings outside the organization as required.
- Is responsible, in his capacity as Chief, Operations Coordination Department (DDR), for the organization and direction of the work performed by the Documents, Events and Registration Division (DER), the LDCs, LLDCs and SIDs Unit (LLS), the Implementation Support Unit (ISU), the IT Support Service (ITS) and the Field Operations Support Service; in particular coordinates and supervises the preparation of the Bureau's annual operational and financial plans and follows up their implementation; supervises documentary services, the conference and meeting services including the management of contributions, venue selection, event scheduling and negotiation of host country agreements, all matters in relation to the LDCs, LLDCs and SIDs, the implementation of projects and programmes in the field, giving them the necessary support, as well as the management of all activities relating to IT development and support.
- Performs other related duties assigned by the Director.

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

- Capacity to comprehend and clearly articulate telecommunication and ICT development needs, having carefully considered socio-economic and other pertinent regional factors.
- Knowledge and application of results-based management methodologies and management principles.
- Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
- High level of negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications, management, economics, law, administration or a related field OR education in a reputed college with an advanced education with a diploma of equivalent 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced degree for promotion or rotation purposes.

Experience:

At least twenty years of progressively responsible experience in the field of telecommunications, technical cooperation or development and extensive managerial experience including at least ten years 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 \$ 117,280 + post adjustment \$ 100,744

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

https://jobs.itu.int/content/What-we-offer/?locale=en_US

ADDITIONAL INFORMATION

Travel on official duties, as needed.

Working outside of normal working hours, as needed.

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.