



General Secretariat (GS)

Geneva, 24 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 24/28**

Subject: **VACANCY NOTICE No. 1622D-2024/BDT-PPS/EXTERNAL/D1 "Chief Projects, Partnerships & Digital Skills (PPS)"**

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 24/07/2024 on ITU career website:**

**[Chief Projects, Partnerships & Digital Skills \(PPS\) \(itu.int\)](#)**

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. 1622D-2024/BDT-PPS/EXTERNAL/D1 "Chief Projects, Partnerships & Digital Skills (PPS)"**

## Job Title: Chief Projects, Partnerships & Digital Skills (PPS)

### 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 Projects, Partnerships & Digital Skills (PPS)

**Vacancy notice no:** 1622

**Sector:** BDT

**Department:** PDD

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** TD05/D1/473

**Grade:** D1

**Type of contract:** Fixed-term

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

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 24 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)

To be successful, BDT must create clear and simple mechanisms to develop partnerships with donors, foundations, and the private sector, and coordinate the delivery of these resources to meet the needs of Member States. The Projects, Partnerships & Digital Skills Department (PPS) provides a forum for Member States to collaborate in Study Groups of ITU-D. To create the necessary synergy, resource mobilization and project design are combined in this Department. The Department is responsible for the strategic planning that will properly position the BDT to accomplish its organizational goals and objectives, fostering partnerships and mobilizing resources. As well, it provides expertise in the areas of ICT capacity and digital skills development, essential activity to help to close the Digital Divide. It also undertakes initiatives and activities in the framework of the WTDC Plan of Action and strengthen relations with the ITU-D membership.

## DUTIES AND RESPONSIBILITIES

Under the supervision of the Director of the Telecommunication Development Bureau (BDT) and in coordination with the Deputy to the Director, the Chief of the Projects, Partnerships & Digital Skills (PPS) serves as leader and role model and takes ownership for all responsibilities and delivers outputs within prescribed time, cost and quality standards related to the mandate

of the PPS Department.

The Chief of Department operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments including implementation of resource mobilization and partnership strategies and plans, relation with the ITU Member States and Private Sector, development and results of the study groups, capacity and digital skill development and project development and proposals. To this extent, the incumbent will perform the following duties:

- Lead and direct the activities of the Department, including human and financial resources ensuring compliance with organizational regulations and rules and assigned mandate; empower and build the capacity of the team to increase their commitment; and drive change to achieve objectives of the Department.
- Direct, plan and oversee the development and management of the implementation of an integrated partnership and resource mobilization strategy; and support innovative approaches to establish value-added partnerships with bilateral donors, multilateral development banks, other UN agencies, private sector, and foundations for the successful implementation of ITU-D programmes, regional initiatives, projects and activities related to the United Nations Sustainable Development Goals; and in the context of achieving the WTDC objectives.
- Identify, support and promote the strategic and unique positioning of BDT with key donors and partners by building on existing and developing new partnerships; negotiate to ensure coherence, coordination and integration of the project planning process and the effective achievement of related objectives; provide authoritative advice on resource utilization, funding patterns and trends and on priorities for project activities and evaluate and approve alternative funding sources; guide the development of policy papers and positions on themes of key relevance; and coordinate closely with all regional Directors and HQ teams to support sound project development and proposals as well as to identify the best potential donors.
- Develop, in coordination with the Office of the Director and the Operations Coordination Department, appropriate processes, key performance indicators and oversee the development and implementation of a performance monitoring framework to assess project activities and outcomes.
- Direct, plan and oversee the development and management of processes and products to meet Member States' and donors' expectations in the areas of resource mobilization and project design; coordinate cross-functional activities and actions and ensure a harmonized approach between all BDT related initiatives and regional offices to maximize outreach and engagement.
- Oversee and coordinate the monitoring and assessment at regular intervals of the strategy to harness new emerging opportunities, to anticipate changes to the internal direction and external environment, and to make mid-term adjustments.
- Maintain and ensure an awareness of BDT relations with ITU-D Membership, especially public and private sectors including Small and Medium Enterprises (SMEs), innovators and entrepreneurs, as well as academia, through the support of various outreach activities and innovative platforms, products and services.
- Direct the planning, management and delivery of programs and tools that help countries identify and track digital strengths and challenges and build their institutional and organizational capacity in telecommunications and developments, and digital skills.
- Lead and supervise the latest capacity and skills development aspect related to digital transformation, and the implementation of the Capacity and Digital Skills projects to the membership.
- Drive the exchange of information and best practices and knowledge sharing and transfer between countries through relevant content and administrative support to the work of ITU-D Study Groups; and liaise with Members and external experts to develop the BDT Study Groups into knowledge platforms.
- 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**

- Leadership and managerial skills to direct the management of financial and human resources of the Department.

- Political and diplomatic skills to liaise, negotiate and manage relationships with key BDT stakeholders.
- Knowledge and proven application of results-based management methodologies and management principles.
- Knowledge of project management methodologies to coordinate and strengthen the BDT project creation and approval process.
- Knowledge of resource mobilization principles and strategies.
- 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 with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.
- Awareness of current trends as it pertains to the digital development.

## QUALIFICATIONS REQUIRED

### Education:

Advanced university degree in telecommunication engineering, information technology, law, international relations, economics, public or business administration 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 twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

### Experience:

At least fifteen years of experience in increasingly responsible positions, of which at least seven years at the international level with a proven experience in maintaining and establishing relationships with high-level stakeholders to understand needs and gain support for the strategic planning, programming and development of telecommunications in an international and regional context. Proven experience related to development of action plans and tools for the effective and successful presentation of project proposals related to resources mobilization. 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 \$ 106,023 + post adjustment \$ 91,074

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.***