



General Secretariat (GS)

Geneva, 31 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/30

Subject: **VACANCY NOTICE No. 1645P-2024/SGO/EXTERNAL/P5 "Senior Gender and Youth Advisor"**

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 30/07/2024 on ITU career website:

Senior Gender and Youth Advisor ([itu.int](https://www.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. 1645P-2024/SGO/EXTERNAL/P5 "Senior Gender and Youth Advisor"**

Job Title: Senior Gender and Youth Advisor

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.

Senior Gender and Youth Advisor

Vacancy notice no: 1645

Sector: SG

Department:

Country of contract: Switzerland

Duty station: Geneva

Position number: SG14/P5/14

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): 30 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

The Senior Gender and Youth Advisor reports to the Secretary-General. The Gender and Youth Office is pivotal to gender mainstreaming and youth empowerment within the organization. The role of this position is to provide support to the Secretary-General by leading, coordinating, and overseeing the work of ITU on gender and youth. The role involves direct engagement with senior management and the ITU workforce and with external entities. The incumbent provides leadership and expert advice in the development and delivery of gender and youth promotion strategies and implementing ITU's gender and youth plans in cooperation with the three sectors and the General Secretariat with a view to integrating gender and youth perspectives in programs and processes across the organization. The position is set within the context of transformational change in the organization and has a key practical role to play in ensuring that gender and youth principles and practices are embedded in the organization.

- Leads the conceptualization, coordination, development, implementation and monitoring and evaluation of ITU's work on gender mainstreaming and youth empowerment; oversees the implementation of ITU's strategies, action plans, and tools related to gender mainstreaming and youth empowerment, aligned with related UN strategies (e.g., UNSWAP).

- Leads, organizes, manages and oversees the work of the Office; provides strategic guidance; develops and implements work plan and activities to advance the organization's gender equality and mainstreaming, as well as youth empowerment objectives.
- Designs, develops and delivers learning and capacity building initiatives for ITU staff with specific focus on gender and youth; serves as an advisor to the Secretary-General and Senior Leadership/Management, as necessary on gender mainstreaming and youth empowerment matters.
- Develops accountability and progress measurements to provide ITU Senior Leadership/Management with meaningful data analysis on achievements and barriers to progress; oversees and reports on progress against the strategy and action plan annually; identifies challenges and proposes corrective action, liaising with relevant ITU programs and initiatives on follow-up actions.
- Leads and collaborates with colleagues in designing and delivering awareness sessions and awareness campaigns; keeps abreast of, and updated on international and national policies and frameworks related to gender equality and youth empowerment; provides input and support in advocacy efforts aimed at influencing policy changes and promoting youth and gender-inclusive practices.
- Leads the preparation of various related written products as required (e.g., background papers, talking points, briefs, reports, publications, project proposals) for internal and external stakeholders; monitors and ensures accurate records of programme activities, expenditures, and outcomes.
- Builds partnerships, collaborates and strengthens engagement with relevant Bureaus and the General Secretariat (e.g., the Human Resource Management Department to ensure alignment with overall HR strategies). Fosters relationships with relevant stakeholders, including governmental and United Nations inter-agency entities, NGOs and potential donors; leads in developing and delivering capacity-building programs for staff and stakeholders on gender mainstreaming, youth empowerment and inclusivity; leads in mobilizing voluntary contributions for gender and youth-related activities. Establishes and maintains partnerships across and beyond the UN and identifies areas for collaboration; and represents ITU, as necessary.
- Leads research on gender and youth related issues, policies, and best practices; analyses data and prepares reports to inform decision-making on gender equality and youth empowerment initiatives.
- Integrates gender and youth perspectives in policies, programs, and processes across the organization.
- Coordinates cross-organization collaboration including the Gender Task Force, Youth Task Force and/or similar structures and mechanisms.
- Performs 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

- In-depth knowledge of gender mainstreaming, youth empowerment and inclusion best practices, concepts and programs.
- Proven ability to design and facilitate group dialogue in multicultural, complex situations.
- Ability to advise and influence senior leaders' decision making.
- Strong analytical and writing skills, with the ability to prepare high-quality reports and other written materials.
- Excellent interpersonal skills, with the ability to work effectively with colleagues from diverse cultural and professional backgrounds.
- Knowledge of UN gender and youth-related frameworks is desirable.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in social sciences, human resources management, gender studies or a related field OR education from 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 gender issues including gender analysis, gender mainstreaming, women empowerment, and women's rights, 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.

A track record in leading on the development and implementation of gender, youth and inclusion strategies and stewarding collaborative processes across multiple stakeholders.

Experience in leading or supporting cross-functional transformational change management initiatives in complex international organizations or large global corporations with locations in multiple countries.

Experience in developing and implementing strategies that facilitate youth empowerment would be an advantage.

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 \$ 79,656

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.