



General Secretariat (GS)

Geneva, 12 June 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/32

Subject: **VACANCY NOTICE No. 1659P-2024/SG-SPM/EXTERNAL/P4 “Senior Liaison Officer”**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the ITU’s Liaison Office to the United Nations in New York.

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 12/08/2024 on ITU career website:

Senior Liaison 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. 1659P-2024/SG-SPM/EXTERNAL/P4 “Senior Liaison Officer”**

Job Title: Senior Liaison 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.

Senior Liaison Officer

Vacancy notice no: 1659

Sector: SG

Department: SPM

Country of contract: United States of America

Duty station: New York

Position number: PM05/P4/870

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 12 August 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.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the UN Affairs Division within the ITU liaison Office in New-York, the Senior Liaison Officer will assist in the discharge of overall responsibilities of the ITU Liaison Office to the UN in New York and, more generally, the UN Affairs Division. The Senior Liaison Officer will support the ITU's mission and strategic objectives by enhancing ITU's presence and influence within the United Nations system and among other key stakeholders in New York, in particular the Missions to the UN in New York. The role involves high-level advocacy, strategic communication and fostering partnerships to advance ITU's priorities. To this extent, the incumbent will perform the following duties:

- Participate fully in assigned activities related to the work of the Liaison Office, including engaging with counterparts in UN missions, colleagues across the UN System, and other ITU stakeholders; promote common understanding by raising awareness of the ITU's core functions, work and key messages within diplomatic communities and the United Nations.
- Assess implications and make recommendations on possible strategies and other measures to address issues of concern and advance the Liaison Office actions and approaches; mobilize responses from other actors, where appropriate; contribute to overall Liaison Office monitoring and planning as needed; respond to requests from UN entities and others for ITU input and information and prepare reports.
- Represent ITU in relevant UN events, meetings, and inter-agency coordination mechanisms on ICT issues.
- Coordinate ITU relations with the UN System, ensuring ITU priorities are reflected in the UN's work and outputs; advocate and foster partnerships to advance ITU's priorities.
- Provide advisory support to ITU leadership and ITU delegations at UN meetings, field and expert missions to UN Headquarters and major UN conferences.
- Foster effective working relations with key stakeholders, including Member States, UN agencies, private sector, technical community, academia, and non-governmental organizations.
- Prepare summary and analytical documents, including situation reports, background notes, talking points and input for reports and other sensitive and confidential official communications for HQ or high-level meetings and other events.
- Deputize for the Head of Division and supports the Head of Division in his/her management function.
- 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
Networking and Building Partnerships
Planning and Organising

TECHNICAL COMPETENCIES

- Sound political judgment and decision-making ability.
- Proven ability to plan and organize own work and to work with minimal supervision.
- Demonstrated competence in report writing, research and analysis.
- Proven ability to write in clear and concise manner and to orally communicate effectively.
- Ability to interact and to establish and maintain effective working relationships with counterparts.
- Ability to establish and maintain effective working relations with people of different national, cultural backgrounds with sensitivity and respect for gender and diversity.
- Ability to use computer applications including proficiency in word processing, ability to use presentation software such as power point.
- Demonstrated ability to analyze complex situations and to articulate clear and concise arguments.
- Proven track record of building and sustaining partnerships with international organizations and government entities.
- Thorough knowledge of the practices and procedures of UN organizations in general and of ITU in particular is desirable.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in political science, public or business administration, law 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in political affairs, international relations, development or a related area, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Previous experience in ICT work is desirable. Previous experience in handling social media is desirable.

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 \$ 77,326 + post adjustment \$ 66,423

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.