



General Secretariat (GS)

Geneva, 13 June 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/33

Subject: **VACANCY NOTICE No. 1660P-2024/SG-SPM/EXTERNAL/P3 "Emerging Trends Analyst"**

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 13/08/2024 on ITU career website:

Emerging Trends Analyst (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. 1660P-2024/SG-SPM/EXTERNAL/P3 "Emerging Trends Analyst"**

Job Title: Emerging Trends Analyst

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.

Emerging Trends Analyst

Vacancy notice no: 1660

Sector: SG

Department: SPM

Country of contract: Switzerland

Duty station: Geneva

Position number: PM08/P3/946

Grade: P3

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 13 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.

BACKGROUND INFORMATION

Within the General Secretariat, the Emerging Technologies Division coordinates expert policy advice and substantive inputs to ITU senior management on new and emerging areas such as Artificial Intelligence (AI), Space Technologies as well as Internet governance, cybersecurity, and related topics, in close collaboration with relevant bureaus and divisions within ITU. Specifically in these areas, ETD monitor developments in the ICT and telecommunications environment in order to assess their impact on the ITU strategy; identify strategic and policy issues and propose policy options through the appropriate channels within ITU. It provides inputs related to these areas into broader internal processes including the strategic plan preparation. It supports high-level, effective external cooperative relationships on frontier issues with the United Nations and its specialized agencies and other international organizations.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head, Emerging Technologies Division, the Emerging Trends Analyst is responsible for acting as focal point for the General Secretariat on matters related to Emerging Technology Trends, working closely with the bureaus on related activities. To this extent, the incumbent will perform the following duties:

- Analyse and showcase technology megatrends and potential societal impact, including those on public policy matters related to emerging technologies. Prepare related trends reports, briefing notes, strategy notes, intelligence insights, presentations and other documents, for the benefit of senior management to facilitate informed decision-making on related matters within ITU's mandate.
- Support the Secretariat activities for the preparation of the World Telecommunications Policy Forum (WTPF-26), a venue for exchanging views and information and creating a shared vision among policy-makers worldwide on challenges and opportunities arising from the new and emerging technologies. This shall include assisting with preparation of secretariat input documents for the WTPF, supporting the preparatory process and any ad hoc groups as necessary, and assisting the Secretary of the Group in any other matters related to the preparation for WTPF-26.
- Coordinate and organize related events, talks, strategic foresight-related efforts, multi-stakeholder meetings and consultations, including the preparation of invitations, background papers, and other logistical arrangements; work closely with the bureau focal points to review proposals and plan deliverables effectively.
- Cultivate structured partnerships with academic institutions and think tanks to leverage expertise and resources in advancing emerging technologies related objectives.
- Organize and prepare for activities such as demystifying technology for a largely non-technical audience, especially from Member States (Demystifying Digital) and stimulating expertise sharing and hands on learning experiences for ITU Staff (LearningLabs), including internal coordination.
- Contribute to development of speeches, talking points and briefing notes, presentations and other documents that are prepared by the Emerging Technologies division for the benefit of senior management and/or the ITU sectors and bureaus.
- 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

TECHNICAL COMPETENCIES

- Strong analytical and writing skills, with the ability to communicate complex concepts effectively.
- Excellent organizational and project management skills.
- Ability to work effectively in a multicultural environment and collaborate with diverse stakeholders.
- Proficiency in relevant software tools and platforms for data analysis and presentation.
- Demonstrated ability to build and maintain partnerships with external stakeholders.
- Knowledge and related experience on space technologies, AI, Quantum and/or others will be an advantage.
- Experience in Strategic foresight techniques

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in Engineering, Technology Policy related studies, International Relations, Political Science 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in strategy/policy development and programme management, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience.

Proven experience in conducting research and analysis on emerging technology trends, especially in AI and space technologies.

Experience in facilitating meetings, workshops, and multi-stakeholder consultations.

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 \$ 64,121 + post adjustment \$ 55,080

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.