



General Secretariat (GS)

Geneva, 14 June 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/34

Subject: **VACANCY NOTICE No. 1664P-2024/SG-SPM/EXTERNAL/P3 “Programme Officer, Green Digital Action”**

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 15/08/2024 on ITU career website:

[Programme Officer, Green Digital Action \(itu.int\)](#)

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. 1664P-2024/SG-SPM/EXTERNAL/P3 “Programme Officer, Green Digital Action”**

Job Title: Programme Officer, Green Digital Action

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.

Programme Officer, Green Digital Action

Vacancy notice no: 1664

Sector: SG

Department: SPM

Country of contract: Switzerland

Duty station: Geneva

Position number: PM02/P3/929

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): 15 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

The Programme Officer, Green Digital Action will report to the Head, Strategy & Planning Division. The role of the post is to provide support to the intersectoral coordination between the General Secretariat and Bureaus on environment and climate change topics and to coordinate all aspects of the development and implementation of an Environmental Management System (EMS). To this extent, the incumbent will perform the following duties:

- Support intersectoral coordination between the General Secretariat and Bureaus on environment and climate change topics by planning and coordinating the organization of meetings, providing analysis and written proposals on policies concerning inter-sectoral activities related to Environment and Climate Change with the objective of ensuring a harmonized ITU-wide strategy between the Sectors.
- Engage with ITU Members and partners in the process of further developing ITU activities on climate change and environmental sustainability, including for the multi-stakeholder Green Digital Action initiative and its programmatic and logistical aspects.
- Contribute to the development and implementation of strategic resource mobilization to secure funding for ITU climate and environment activities; collaborate with internal and external partners to support the development and implementation of comprehensive communication strategies that leverage various channels.
- Coordinate the environmental sustainability management process throughout ITU, including the development, implementation and operation of the ITU Environmental Management System (EMS); monitor and analyse the EMS progress; develop and review relevant documents, guidelines and reports; identify problems and issues to be addressed; propose corrective actions; identify and track follow-up actions; liaise with relevant internal and external parties, special committees and volunteer staff on new best practices and awareness raising initiatives for the 'greening' of ITU.
- Coordinate the yearly greenhouse inventory, serve as the focal point for relevant internal and external coordination mechanisms and liaises with relevant parties; collect and maintain data, and ensure regular measurement updates; develop, implement or introduce new tools and best practices for the ITU carbon accounting and carbon offsetting and related monitoring mechanism.
- Conduct research, draft reports and provide advice on trends and developments in the digital/climate nexus; study the impact of developments on the work of the Union and identify key issues to be followed up.
- Prepare contributions as necessary to Elected Officials, relevant Council, Council Working Groups and Plenipotentiary Conference reports; provide inputs for updates and enhancement of documents prepared by inter-sectoral coordinators, and produce consolidated proposals to the immediate supervisor on the current and future strategic objectives of the Union.
- Collaborate with government officials, ITU sector members, intergovernmental organizations, UN-wide initiatives, civil society groups on partnerships and joint activities.
- May be called upon to supervise staff and interns.
- May be called upon to Travel.
- 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

Understanding of relevant business processes, operating strategies, policies and procedures within an international environment.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in environmental management, climate change, information technology, policy studies, economics, law, business 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 the field of the post, 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. Previous experience in preparing and presenting data.

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.