



General Secretariat (GS)

Geneva, 25 June 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/37

Subject: **VACANCY NOTICE No. 1666P-2024/BDT-DDR/EXTERNAL/P5 “Head, Document, Events and Registration Division”**

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 26/08/2024 on ITU career website:

[Head, Document, Events and Registration Division \(itu.int\)](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. 1666P-2024/BDT-DDR/EXTERNAL/P5 “Head, Document, Events and Registration Division”**

Job Title: Head of Document, Events and Registration Division

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.

Head of Document, Events and Registration Division

Vacancy notice no: 1666

Sector: BDT

Department: DDR

Country of contract: Switzerland

Duty station: Geneva

Position number: TD22/P5/236

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): 26 August 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)

The Office of the Deputy to the Director and Operations Coordination Department are responsible for ensuring operation readiness and providing support for the functioning of the regional offices and headquarters in Geneva, especially the implementation of projects and programmes. Functional areas, such as meetings, fellowship and IT support reports to this Department. The unit for special attention in all aspects related to LDCs, LLDCs and SIDs is the responsibility of this Department. The Deputy to the Director is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, financial and operational planning process. The Department is responsible for leading the operational planning and implementation support, within the framework of the Action Plan. The Department is also responsible for coordinating conferences and events, editorial works and documentation control, monitoring the implementation of decisions emanating from ITU and BDT governing bodies, including TDAG, Council, Conferences and Assemblies of the other Sectors on matters of relevance to BDT. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

Organizational context

DUTIES AND RESPONSIBILITIES

Under the supervision of the Deputy to the Director, the Head of Document, Events and Registration Division serves as leader for the team for the BDT Events Organization and Support Services and provides authoritative expertise for all assigned responsibilities to deliver Division outputs within the prescribed time, cost and quality standards and foster a collaborative spirit and cooperation to achieve results.

He/she operates in compliance with organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments including ensuring the Division provides effective support to BDT including registration, fellowship and document control services for ITU-D and BDT meetings, conferences, and events; and the writing, editing, and ensuring proper safekeeping of BDT-D documents and reports. To this extent, the incumbent will perform the following duties:

- Lead and provide strategic guidance to the team in the organization and coordination of the BDT activities related to organization of events, conferences and meetings and the writing and editing of BDT-D reports and their filing ensuring their safekeeping.
- Identify and provide expert advice the Deputy to the Director on the substantive, administrative and logistical issues that must be addressed by the Secretariat to prepare for ITU-D events, meetings and conferences, including the consideration of the appropriate structure, the maintenance of membership databases, the drawing up of schedule and time management plans and the preparation of staffing tables in light of assessed requirements.
- Lead and exercise quality control of the writing and editing of documents; ensure conformity with ITU Style Guide; supervise the Bureau's physical and digital library.
- Plan, direct, coordinate and oversee operational activities involving specific events, conference activities, services and solutions and follow-up services, including registration services, document control and the management of fellowships to be awarded to delegates from Member States requesting financial support from the Union to participate in ITU events/activities.
- Contribute to strategic discussions in the BDT reporting to legislative and advisory bodies (Council, WTDC, Plenipotentiary Conferences, TDAG) in ITU-D meetings and conferences.
- Provide support for venue selection, timing, consolidation, and negotiation of Host country agreements for major conferences/events and advise on how to enhance visibility and impact in accordance with BDT objectives.
- Lead and/or participate in Bureau and/or Organization committees and working groups focusing on various issues and policies such as the BDT Editorial Board, the ICT Committee, or in ITU bodies such as the Working Group of the Council on languages, RPMs, WTDC, TDAG, etc., where the incumbent is called to provide substantive inputs.
- Analyse emerging management issues and related policy/best practice and provide advice and/or develops recommendations.
- Formulate strategic and operational plans, procedures and recommendations based on indicators for more effective and efficient management and delivery of the Division's assigned responsibilities.
- 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
Networking and Building Partnerships
Leadership
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Good technical and analytical problem-solving skills including a demonstrated ability to understand and analyse complex situations.
- Resourcefulness, initiative, maturity of judgment and negotiating skills.
- Tact, diplomacy, and ability to work effectively with officials at all levels and of different national, cultural, and disciplinary background.
- Computer literacy and knowledge of project management software tools.
- General knowledge of the United Nations system would be an advantage.
- Ability to report concisely, accurately, and promptly on meetings and matters of relevance to ITU.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in engineering, law, economics, management, political or social sciences 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 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 conference and meetings management including at least five at the international level. Proven experience of managing a team in a multicultural and multilingual environment as well as proven experience of managing projects and the capacity to adapt to changing conditions to deliver results. 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 \$ 92,731 + post adjustment \$ 82,067

Other allowances and benefits subject to specific terms of appointment, please refer to:

https://https://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.