



General Secretariat (GS)

Geneva, 17 March 2014

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 187

Subject: **Vacancy Notice No. 17P-2014/BDT-DDR/EXTERNAL/P5**

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 should be obliged if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 19/05/14 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: **Vacancy Notice No. 17P-2014/BDT-DDR/EXTERNAL/P5**



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. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 17P-2014/BDT-DDR/EXTERNAL/P5

Date of Issue: 17 March 2014

Currently accepting applications

Applications from women are encouraged

Functions: Head of Support Services Division

Post Number: TD22/P5/236

Deadline for Applications (23.59 Geneva CH) : **19 May 2014**

Duration of Contract: 2 years, with possibility of renewal for two additional years

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Organization Unit:

Within the Telecommunication Development Bureau (BDT) of ITU, the Deputy to the Director and Chief of the Administration and Operations Coordination Department (DDR) is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, finance and operational planning process. The Department is responsible for leading the operational planning, assessment and reporting process within the framework of the Action Plan as adopted by the World Telecommunication Development Conference in coordination with the Heads of the other Departments in the Bureau and Regional Directors. The Department is responsible for management of the Administration Division (ADM), the Support Division (SUP), the IT Support Service and the Field Operations Support Service. The Department is also responsible for coordinating conferences and events preparation and for monitoring the implementation of decisions emanating from ITU and BDT governing bodies including Council, Conferences and Assemblies of the other Sectors for matters of relevance to BDT as well as from the Telecommunication Development Advisory Group. The Department is responsible for coordination of the Bureau's cooperation with other Sectors and General Secretariat.

Duties / Responsibilities

Under the supervision of the Deputy to the Director and Chief, Administration and Operations Coordination Department (DDR), the incumbent is responsible for the management and delivery of conference and meetings, and editing and proper filing of ITU-D documents and reports. To this end, the incumbent performs the following duties:

- Leads the Support Service Division involving the management of staff for the delivery of conferences, regional and world meetings for BDT; in cooperation with the Conferences and Publications Department as appropriate;
- Leads the writing and editing of documents to ensure conformity with ITU Style Guide, and supervises the Bureau's physical and digital library;
- Plans, directs, coordinates and oversees operational activities involving specific conference activities, services and solutions for the delivery of timely and effective conference planning, execution and follow-up services, including the management of fellowships to be awarded to delegates from Member States requesting financial support from the Union to participate in ITU events/activities;
- Identifies the substantive, administrative and logistical issues that must be addressed by the Secretariat in order to prepare for ITU-D meetings and conferences, including the consideration of the appropriate structure, the maintenance of membership databases, the drawing up of schedules and time management plans and the preparation of staffing tables in light of assessed requirements;
- Contributes to strategic discussions in the BDT reporting to legislative and advisory bodies (Council, WTDC, Plenipotentiary Conferences, TDAG) in the area of ITU-D meetings and conferences;
- Plays a lead role in venue selection, timing, consolidation, and negotiation of Host country agreements for major conferences/events and advises on how to enhance visibility and impact in accordance with BDT objectives;
- Leads and/or participates 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;
- Keeps up to date list and planning of BDT events in order to avoid conflicts with other ITU events and major non-ITU events;
- Analyzes emerging management issues and related policy/best practice and provides advice and/or develops recommendations;
- Develops and implements new procedures and/or recommendations to improve the efficiency and effectiveness of service delivery based on indicators;
- Develops various plans, reports and recommendations;
- Performs other duties as required.

Qualifications required

Education:

Advanced university degree in business administration, 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 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.

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.)

Competencies:

- Effective interpersonal, networking, communication and advocacy skills.
- Good technical and analytical problem solving skills including a demonstrated ability to understand and analyze 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 could be an advantage.
- Ability to report concisely, accurately and promptly on meetings and matters of relevance to ITU.
- Proven experience of managing a team in a multicultural and multilingual environment as well as proven experience of managing project and the capacity to adapt to changing conditions in order to deliver results.
- Strategic planning and management abilities, including capacity to administer financial resources and exercise appropriate supervision and control.
- Strong organizational skills, with the ability to establish plans and priorities and implement activities effectively; proven multi-tasking skills.
- Ability to communicate clearly and effectively both orally and in writing, including the preparation of clear and concise reports.
- Diplomacy, sense of tact and political astuteness.

Remuneration

Annual Salary: (Net of Tax)

167,063.- USD- 202,751.- USD without dependants

179,831.- USD - 220,403.- USD with dependants

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment