



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° ITU/BDT/PKM/2011/P17

Date of Issue: 20 July 2011

Currently accepting applications

Applications from women are encouraged

Functions: Head, Project Support Division

Post Number: TD41/P5/386

Deadline for Applications (23:59 GMT +2:00):

20 September 2011

Duration of Contract: 2 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 the ITU and in close collaboration with the ITU Regional Offices, the Project Support and Knowledge Management Department (PKM) is responsible for assisting ITU Member States and ITU-D Sector Members strengthen the institutional and organizational capability to adapt to the rapidly changing telecommunication/ICT environment through capacity building. The Department also provides administrative and technical support in the formulation of project proposals and implementation of projects, project monitoring and evaluation; produces and disseminates timely statistical and analytical data on the Telecommunication/ICT Sector and the Information Society; and supports the work of ITU-D Study Groups. The Department is also responsible for providing concentrated assistance to least

developed countries, small island developing states and landlocked developed countries. In addition, PKM implements activities and projects in the domain of emergency telecommunications, and climate change. The Department is also responsible for making contribution to and following-up the work of ITU-D Study Groups for issues related to the responsibilities of the Department.

Duties / Responsibilities

Under the direction of the Chief, Project Support and Knowledge Management Department the incumbent:

- Plans and manages the activities of the Project Support Division focusing on project development and the agreement and approval of related projects, initiatives and plans.
- Directs the development of the supporting operational, reporting, and evaluation framework including related procedures, best practices, systems, databases, tools, templates, reporting documents and performance indicators.
- Develops Division operational plans and strategies based on integrating broad ITU telecommunication development strategies and priorities with the needs and priorities of the various Regions and/or countries combined with the potential support from donors.
- Develops and implements project initiation/development strategies involving high level and detailed negotiations with all partners for the development of project proposals for national, regional and global projects.
- Oversees and coordinates the work of the Division in the review and recommendation for approval of projects involving the establishment of project frameworks including work plans, cost estimates, sources of funding and performance indicators, provides guidance relating to project implementation, negotiation of agreements, recruitment of experts, awarding of fellowships and procurement of equipment as well as leadership in bid evaluation activities.
- Oversees the drafting and negotiation of national, regional and global projects.
- Coordinates, and where necessary participates, leads project evaluation and monitoring missions organized by the BDT or BDT and the funding institutions, prepares project impact assessment reports. When required, participates or coordinates the participation of staff of the Division, in review meetings and evaluation missions and takes necessary follow up actions to speed up progress.
- Develops and implements relevant tools and reporting mechanisms for the consistent monitoring, implementation, evaluation and reporting of all BDT projects.
- Evaluates problem areas of a complex nature to formulate recommendations for appropriate action.
- Keeps abreast of the development needs of the countries of the five regions; coordinates the collection and updating of relevant information on the implementation of regional development activities as well as the preparation of working documents for the Council and the Plenipotentiary Conferences and inputs to the BDT Operational Plan; participates in preparatory work for Development Conferences; and plans and organizes related seminars and workshops.
- Represents the ITU at meetings as needed.
- Carries out any other duty assigned to him/her by the Chief of Department.

Qualifications required

Education:

Advanced university degree in telecommunication, computing, engineering, project management, business, economics, social sciences, political 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 project management or administrative experience of telecommunication development and assistance activities in UN system and in telecommunication administration or private operating agency, including at least five at the international level.

Experience of working in, or association with, ITU telecommunication development activities would be an advantage.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish), and very good knowledge of a second official language.

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.
- Proven ability to lead identification, formulation, , implementation and evaluation of programmes, project development
- Computer literacy and knowledge of project management software tools.

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