



General Secretariat (GS)

Geneva, 12 January 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 2

Subject: **Vacancy Notice No. 1P-2016/BDT-FIELD/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 would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 14/03/16 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.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 1P-2016/BDT-FIELD/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° 1P-2016/BDT-FIELD/EXTERNAL/P5

Date of Issue: 12 January 2016

Applications from women are encouraged

Functions: Head, Area Office Moscow

Post Number: TD17R/P5/389

Deadline for Applications (23.59 Geneva CH) : 14 March 2016

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

Type of Appointment: Fixed-term Appointment

Duty Station: Moscow, Russian Federation

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, under the supervision of the Director, and in close collaboration with the other Departments of BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

Duties / Responsibilities

Under the direction of the BDT Director, the incumbent is responsible for the promotion of telecommunications and ICT (Information and Communication Technologies) and Infrastructure development by means of technical cooperation and technical assistance activities in the CIS countries involving:

- Promotion of development, expansion and operation of telecommunication/ICT infrastructure networks.
- Information to policy-makers, regulatory bodies and telecommunication operators about world trends in new technologies and their possible repercussions.
- Building partnerships for telecommunication/ICT infrastructure development with Sector members and promoting the private sector participation to the ITU activities.
- Identification and supervision of Network modernization projects including technological smooth migration.
- Provision of direct assistance in telecommunication/ICT networks development with emphasis on IP-based networks and NGN.
- Provision of direct assistance in planning and implementation of IP-based networks to countries of the Region.
- Collection, circulation and exchange of information on matters pertaining to the development of telecommunications/ICT and

their rational use, and the activities of ITU in these fields.

- Organization and participation in meetings or seminars and undertaking of other duties that maybe assigned to him/her by the BDT Director.
- Implementation of the decisions/recommendations of World Telecommunication Development Conferences, in particular the BDT development programmes and activities pertaining to the region.

In addition, and in support of telecommunication/ICT infrastructure development, the incumbent:

- Assists telecommunication/ICT Administrations/Operators in formulating programmes and project requests for submission to funding sources by national planning and coordination authorities.
- Sensitizes policy-makers, regulatory bodies, operators, appropriate institutions and organizations and telecommunication operators on issues related to IP-based Networks and services including NGN and new technical standards.
- Assists telecommunication/ICT Administrations/Operators by mobilizing resources in order to provide rapid assistance for the solution of specific problems.
- Develops and maintains close relations with the various regional/sub regional bodies, institutions and banks with a view to securing financial and other resources for the development of telecommunications/ICTs infrastructure in the CIS countries.
- Develops and maintains close relations with the various stakeholders and moderators/facilitators in the framework of the WSIS Geneva Action Plan.
- Designs projects and prepares project documents when required and takes follow-up measures for their approval.
- Monitors the implementation of those national and sub-regional projects assigned to him/her in collaboration with the project management staff and takes all necessary actions for an efficient and speedy implementation.
- Promotes Technical Cooperation among Developing Countries (TCDC) on a sub-regional and regional basis.
- Represents the ITU at the UN Country Team (UNCT), UN Security Management Team (SMT) and the ICT Cluster of UN Agencies working in the region as appropriate.
- Performs any other task in his/her field of competence that may be assigned to him/her by the BDT Director.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), with some specialization in telecommunication or 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 the above fields, preferably acquired in a telecommunication/ICT Administration/organization or recognized private agency, 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:

- Experience and knowledge of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries involved.
- Proven ability to develop and maintain good working relationships with officials at all levels in a multi-cultural environment.
- Ability to take initiatives, aptitude for setting strategic orientations and priorities, planning, and coaching a team to maximize production and achieve set objectives.
- Ability to communicate orally and in writing with the decisions makers on complex/sensitive issues; ability to draft precise and complete analytical reports, project proposals, documents, projects evaluation.
- Knowledge of, and ability to use, personal computers.
- Experience of working in, or in association with, ITU and particularly ITU telecommunication development activities would be an

advantage.

Remuneration

Annual Salary: (Net of Tax)

132,769.- USD - 161,132.- USD without dependants

142,916.- USD - 175,159.- 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



ITU is a smoke-free environment