



General Secretariat (GS)

Geneva, 3 October 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 50

Subject: **Vacancy Notice No. 28P-2016/BDT-PKM/EXTERNAL/P4**

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 5/12/16 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. 28P-2016/BDT-PKM/EXTERNAL/P4**



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° 28P-2016/BDT-PKM/EXTERNAL/P4

Date of Issue: 3 October 2016

Currently accepting applications

Applications from women are encouraged

Functions: Senior ICT Analyst

Post Number: TD42/P4/240

Deadline for Applications (23.59 Geneva CH) : 5 December 2016

Duration of Contract: 2 years with a possibility of extension

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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 Deputy to the Director and 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 supervision of the Head, ICT Data and Statistics Division of the Project Support and Knowledge Management Department (PKM) within the BDT, the incumbent carries out the following tasks:

- Initiates, coordinates and ensures the implementation of research and analysis on ICT and telecommunication trends and developments based on quantitative data, in particular those collected by the Division. Develops and applies appropriate quantitative methods for analyzing and interpreting statistical data, including big data; drafts high-quality substantive inputs and makes policy recommendations on ICT for economic and social development. Supervises and provides guidance to junior professional and general services staff involved in the research and analysis work of the Division.
- Initiates, designs and prepares ITU flagship publications, including the Measuring the Information Society Report, and other global and regional statistical and analytical reports. Provides guidance and advice in the overall planning of the Division's research publications.
- Develops innovative approaches to ICT research and analysis and identifies relevant themes for analysing the development of information societies and the ICT sector in developing countries; identifies external experts and supervises, coordinates and reviews consultants' work and ensures the effective and timely preparation of research reports.
- Promotes ITU's work in the area of ICT measurement, research and analysis through the Division's website, ITU News, press releases and other formats. Cooperates with relevant international, regional and national organizations, as well as ITU Sectors and related Study Groups; drafts inputs to speeches for ITU senior management in the area of ICT trends and developments.
- Plans, coordinates and implements ICT-related meetings and seminars, in particular the World Telecommunication/ICT Indicators Symposium. Identifies new and forward-looking topics and liaises with speakers and experts.
- Develops, designs and oversees the Division's web site aimed to support and promote the Division's activities; identifies innovative approaches and makes recommendations on ways to improve the dissemination of relevant data and information.
- Plans and ensures the effective collection of ICT and telecommunication statistics; supervises and coordinates the work of, and provides guidance to General Service and junior Professional staff in collecting and harmonizing ICT statistics. Initiates and maintains liaison with data providers, including ITU members, private companies, and international and regional agencies.
- Represents ITU at international and regional meetings, seminars and delivers presentations related to ICT developments and trends. Serves as ITU's focal point for the UN Inter-Agency and Expert Group on SDG indicators and provides advice on the work on monitoring the SDGs in the area of ICTs. Provides input to BDT Operational Plan and other documents and assists and provides strategic advice to the Head of the Division in related matters.

- Carries out any other duties that might be assigned by the Head of the Division.

Qualifications required

Education:

Advanced university degree in economics, economic development, statistics, international studies, 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 above fields in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible professional work experience, including at least three years at the international level, in the area of ICT policy and analysis. Knowledge and experience in the use of quantitative methods for analysis is essential. 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:

- Excellent drafting skills with proven experience in the drafting and publication of research papers and reports based on quantitative analysis.
- Knowledge in researching regional and international ICT developments and drafting of related analytical reports. Good analytical problem solving skills, including a demonstrated ability to understand and analyze ICT developments.
- Strong quantitative skills in the area of ICT statistics. Experience in working with large databases and in carrying out quantitative or econometric analysis.
- Experience in organizing conferences and meetings and representing the organization at high level statistical meetings.
- Excellent communication skills, both oral and written, including evidence of publication, and good presentation skills.
- Effective interpersonal skills and an ability to function efficiently in a team and in a multi-cultural environment. Ability to establish and maintain good working relations with officials at all levels.

Remuneration

Annual Salary: (Net of Tax)

129,435.- USD - 167,726.- USD without dependants

138,994.- USD - 181,331.- 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