



General Secretariat (GS)

Geneva, 8 November 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 53

Subject: **Vacancy Notice No. 35P-2016/SG-SPM/EXTERNAL/P5**

Dear Sir,

The post described in the Annex is to be filled at the ITU premises in New York.

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 09/01/17 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. 35P-2016/SG-SPM/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° 35P-2016/SG-SPM/EXTERNAL/P5

Date of Issue: 8 November 2016

Currently accepting applications

Applications from women are encouraged

Functions: ITU Representative to the United Nations, New York

Post Number: PM05/P5/919

Deadline for Applications (23.59 Geneva CH) : **9 January 2017**

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

Type of Appointment: Fixed-term Appointment

Duty Station: New York, United States

Grade: P5

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Organization Unit:

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and

provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

Duties / Responsibilities

Under the supervision of the Chief, Strategic Planning and Membership Department and in order to strengthen cooperation, collaboration and coordination between ITU and the UN, and its various agencies and bodies, the incumbent will represent the ITU with the UN Secretary General's Office and Directors of Divisions of the UN in New York, representatives of other UN agencies and bodies, and Member States, carrying out duties related to cooperation and collaboration and all other matters that the ITU Secretary-General and Deputy Secretary-General might require from the incumbent. To this end, the incumbent performs the following duties:

- Represent the Secretary-General and Deputy Secretary-General of the ITU at meetings of the UN in New York and take lead responsibility in preparing ITU participation in sessions of the General Assembly, ECOSOC and their Commissions. Follow the work of the Interagency Task Team on Science, Technology and Innovation, UNDESA, UNGA etc., and represent the ITU at other relevant UN meetings when requested, including CEB, UNDG, HLCF and HLCM, and prepare related reports.
- Coordinate the work and contributions from the ITU toward the fulfillment of the United Nations Sustainable Development goals and agenda.
- Prepare briefings, position papers, reports and other material for UN meetings.
- Represent the ITU at both official and non-official meetings involving government agencies, NGOs, private sector, academic institutions, media and other international agencies and institutions including in negotiations on joint projects or activities in order to ensure optimal coordination and cooperation in the ITU programmes.
- Interact with the international media (through interviews, TV shows, radio programmes, and others) representing the ITU in order to promote its activities and raise its international profile.
- Provide advice to the Secretary-General and the Deputy Secretary-General on important and emerging policy matters and on technical issues related to the information society. Follow and assess developments in ICTs and other specific areas (e.g. competition, trade and commerce, privacy, education, health, environment) in order to advise how the ITU can promote the adoption of a broader approach to the issues of telecommunications in the global information economy and society.
- Identify, design and develop initiatives and projects with key partners based in New York that could promote ITU's mandate and status as the lead UN agency on ICT related issues.
- Collaborate with colleagues in Bureaux and departments of ITU Headquarters, as well as Regional and Area Offices to provide advice and assistance to ensure ITU's effective engagement with partners and stakeholders in New York with a view to strategically

promote ITU activities in the UN New York, and ensure timely and effective reporting and information sharing with them on developments of relevance and importance to the work and mandate of ITU.

- Ensure that ITU's policies, position and work are taken into account in relevant discussions and decisions of intergovernmental agencies and bodies of the UN.
- Monitor information on matters pertaining to ITU's mandate and strategy, and report to ITU senior management.
- Coordinate ITU's relations with Member States' permanent missions based in New York and organize briefings on ITU activities as appropriate.
- Perform other duties as required, such as providing services to visiting ITU officers, including briefing them on development related to the purpose of their mission.

Qualifications required

Education:

Advanced university degree in law, economics, business administration, international relations, political science or telecommunications 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 of providing expertise and advice to senior management on a wide range of UN related issues and policies, 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. Experience and understanding of the UN system and some diplomatic and representational experience are essential. Experience of ITU activities and good knowledge of information and communication technology developments would be an advantage.

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:

- Wide-ranging appreciation of issues related to information and communication technology and to its role in the Sustainable Development Agenda.
- Ability to communicate effectively orally and in writing.
- Excellent interpersonal and communication skills.
- Resourcefulness, initiative, maturity of judgement and negotiating skills. Courtesy, tact, diplomacy and ability to work effectively with people of different national and cultural backgrounds.

- High level of political sensitivity and ability to initiate and maintain good working relations with diplomats, high level UN officials and high level government officials.

Remuneration

Annual Salary: (Net of Tax)

136,184.- USD - 165,278.- USD without dependants

146,593.- USD - 179,665.- 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