INTERNATIONAL TELECOMMUNICATION UNION

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 NO. 29P-2021/BDT-DDR/EXTERNAL/P4

Date of Issue: 25 June 2021
Currently accepting applications

Applications from women are encouraged

Functions: Programme Coordinator

Post Number: TD25R/P4/580

Deadline for Applications (23.59 Geneva CH) : 25 August 2021

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

Type of Appointment: Fixed-term Appointment

Duty Station: Addis Ababa, Ethiopia

Grade: P4

Organ:
The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

Organization Unit:
The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation

of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

Duties / Responsibilities

Under the direct supervision of the Regional Director, the incumbent performs the following duties:

Successfully manages the full life cycle of assigned regional initiatives, operational plan activities and projects, including the pursuit of prospects:

- Guides management and programmatic initiatives of the Office, consulting with the Regional Director, Senior Advisor as well as with other colleagues at headquarters and in the region. Oversees coordination, execution, and monitoring of extrabudgetary and regular programmes and projects. Designs, implements, monitors, and delivers programmes and projects.
- Coordinates activities, programmes and projects rollout and the use of tools and applies innovative methods to enhance programme development and adds value to the Bureau and Regional Office strategy.
- Guides and may oversee technical and administrative staff and experts on programmes and projects implementation. Remains informed of subject matter developments, studying their relevance to current programmes and projects and application, as necessary.

Improves internal working methods, collaboration, and organization:

- Facilitates ITU's UN coordination and collaboration efforts at national and regional levels, including support to the development and implementation of the Common Country Assessment (CCA) and Sustainable Development Cooperation Framework (SDCF) as well as Regional Cooperation Platforms.
- Advises institutions, United Nations country teams (UNCTs), NGOs and other major stakeholders on the broad policies and requirements for programmes and projects formulation, implementation, and coordination, considering the regions development challenges and opportunities articulated in the CCAs and SDCF documents.
- Leads regular monitoring and reviews exercises covering programmes and projects progress, resource utilization and performance of experts and contractors. Investigates resource options in the area and throughout the region. Leads efforts to ensure that the objectives and requirements of programmes and projects deliver quantifiable and impactful results, while ensuring compliance with the organization's mandate and alignment with national, regional and ITU objectives. Shares findings with management and applies them to work methods.
- Evaluates the effectiveness of ongoing collaborations and identifies and proposes new collaboration opportunities. Represents the organization in discussions related to technical subjects within the purview of the project/programme area. Attends local, national, regional, and international conferences, seminars, congresses, and workshops as a speaker in the sphere of competence to generate debate and discussion.

- Strengthens and coordinates the organization's collaboration with think-tank institutions, universities, and research centres by negotiating, coordinating, and maintaining relationships with governmental, non- governmental and private enterprises for the establishment of partnerships, fundraising and programme-related issues and events. Organizes and assesses contributions from experts, donors, governments, and institutions, determining which efforts bolster the achievement of overall programme objectives.

Carries out any additional activities that may be required to ensure the success of the work team to which assigned.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Comprehensive background and understanding of subjects related to capacity building, network planning and development activities acquired in a telecommunication administration, international organization/institution or private operating agency and knowledge of conditions in the Africa region in general, and a good understanding of the problems and aspirations of the countries involved will be added advantage. Knowledge of regulatory frameworks in the area/region. Excellent research skills and very good knowledge of global trends in the field of the work. Knowledge of project management principles and methodologies. Experience and knowledge of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries and members involved.

Qualifications required

Education:
Advanced university degree in law, telecommunications, ICTs, social sciences or economics or a related field OR education from 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 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 experience in telecommunication/ICT Administration/organization, international/ regional organization, or recognized private sector organization, including at least three 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.)

<u>Additional Information:</u>
Salary:
Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from $ 73,516 + post adjustment $ 29,847

Other allowances and benefits subject to specific terms of appointment, please refer to http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx

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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