No. 4-1/2012-IR/ 09
Department of Telecommunications
513-514, Sanchar Bhawan, 20-Ashoka Road,
New Delhi -110001.

Dated: January 17, 2013

Kindly find enclosed the copy of letter No. ITU/BDT/FIELD/2012/P61 dated the 14 December, 2012 received from ITU Geneva, Switzerland regarding Vacancy Notice for the Post Programme Officer Regional Office, Addis Ababa for publishing on DOT Website under IR Section.

(Encl: as above)

(D.K.Jain)
A.D.G. (IR-I)
Tel. No. 23036080

To,
The Director (IT), DOT

Committed to connecting the world

Français

e-Recruitment

PROGRAMME OFFICER REGIONAL OFFICE ADDIS ABABA (ITU/BDT/FIELD/2012/P61)

17
January
2013

▶ Display PDF Version

▶ Share this Vacancy

▶ Returning Applicants

▶ New Applicants

▶ List of closed Vacancies

▶ List of current Vacancies

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 N° ITU/BDT/FIELD/2012/P61

Date of Issue: 14 December 2012
Currently accepting applications

Applications from women are encouraged

Functions: Programme Officer Regional Office Addis Ababa

Post Number: TD13R/P3/581

Deadline for Applications (23.59 Geneva CH): 14 February 2013
(28 day(s) until closing deadline)

Duration of Contract: 2 years

Type of Appointment: Fixed-Term Appointment

Duty Station: Addis Ababa, Ethiopia

Grade: P3

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 overall authority of the Regional Director and/or Head of the Area Office, or the immediate supervision of the Programme Coordinator [if applicable], the incumbent will perform the following duties:

- Coordinates, monitors and implements programmes and projects. Monitors advancements in the field of expertise. Provides advice to peers, management and colleagues.
- Provides programme and project support: defines project/revision requirements and specifications; suggests joint activities. Identifies, proposes and develops cooperation opportunities. Serves as a specialist for cooperation programmes and projects (regular programme and extrabudgetary) under his/her responsibility. Prepares, and drafts, as necessary, inputs for budget for programmes and projects.
- Follows up project/programme/action budget implementation and financial situations, reporting status and raising potential issues with managers. Identifies prospective donors and actively participates in meetings.
- Monitors, organizes and conducts programme, project and product evaluations. Edits and compiles relevant documentation to enable project and programme work. Analyses and applies background history and documentation of projects, identifying and reconstructing strategies and decisions, and adding technical value to programmes and projects.
- Liaises with and provides technical support to regional, national and international organizations, including other agencies within the United Nations system. Recommends prospective partners in selecting and proposing extensive

Tweet

collaborative activities.
- Attends meetings and participates in technical groups as the representative of a specific programme area, as delegated by the Regional Director/Head of the Area Office to exchange information, discuss best practices and remain informed of subject matter developments.
- Provides inputs and recommendations in regard to the planning and organization of the work, resolving implementation problems and responding to internal technical and administrative demands.
- Initiates, supervises and reviews the completion of duties by programme, project and office support staff on programmes/projects/actions under their responsibility, according to predetermined and clarified priorities and objectives.
- Carries out any additional activities that may be required to ensure the success of the work team to which assigned.

Qualifications required

Education:
Advanced university degree in management, telecommunications/ICTs engineering 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:
At least five years of progressively responsible experience in the field of the post, including at least two at the international level. Comprehensive experience and background in subjects related to telecommunications/cyber-security, internet governance and e-applications/services. A doctorate in a related field can be considered as a substitute for two 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:
- Comprehensive background and understanding of subjects related to Cyber-security, IP-based networks and ICT applications/services acquired in a telecommunication administration, international organization/institution or private agency and knowledge of conditions in the Africa region in general. Good understanding of Cloud Computing, Social Networking and Web-mastering, as well as knowledge of the problems and aspirations of the countries involved would be an added advantage.
- Excellent communication skills, including writing skills.
- Excellent research skills and very good knowledge of global trends in the area of work
- Ability to work in a team with dedication and commitment.
- Ability to draft precise and complete analytical reports, project proposals, documents, project evaluations.
- Knowledge of and ability to use personal computers.

Remuneration

Annual Salary: (Net of Tax)
80,330.- USD - 107,209.- USD without dependants
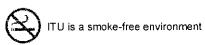86,059.- USD - 115,317.- USD with dependants

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

Tweet