



General Secretariat (GS)

Geneva, 23 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 74**

Subject: **Vacancy Notice No. 50PROJ-2019/BDT-DDR/EXTERNAL/P3**

Dear Sir,

The post described in the Annex is to be filled at ITU in a Field Office.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are invited 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 women candidates to apply for the above position not later than 23/01/2020 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. 50PROJ-2019/BDT-DDR/EXTERNAL/P3**



*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° 50PROJ-2019/BDT-DDR/EXTERNAL/P3

Date of Issue: 23 December 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Operations Officer

Post Number: PROJ-5029

Deadline for Applications (23.59 Geneva CH) : Duration of Contract: 2 years  
23 January 2020

Type of Appointment: Fixed-term  
Appointment

Duty Station: Riyadh, Saudi Arabia

Grade: P3

### 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 supervision of the Project Manager and Badir Program in the Kingdom of Saudi Arabia, the incumbent will perform the following duties:

- Develop ARTECNET operational strategy in coordination with all stakeholders such as but not limited to ARTECNET presidency and members, ITU Arab Regional Office.
- Work closely with the ARTECNET President and in close collaboration with the ITU Regional Office to prepare a realistic overall annual implementation plan, including staffing for each phase of projects, project sustainability arrangements and promotion strategies.
- Draft terms of reference for experts and support coordination of activities.
- Liaise with those involved in project implementation as well as the concerned professionals.
- Ensure participation of all ARTECNET Members in the region, monitor adequate participation of target Members and coordinate the mobilization of any required resource.
- Provide advice and support to experts handling projects for ARTECNET.
- Prepare progress reports and any other reports as required regarding the Project's activities.
- Draft a report on the assessment of the results of the project activities and evaluation of their anticipated impacts.
- Perform other related duties as assigned.

### Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Planning and Organizing; Client and Service Orientation; Innovation and Facilitating Change, and; Networking and Building Partnerships.
- **Essential Technical Competencies:** Good knowledge of project cycle management. Knowledge of project management principles and methodologies. Excellent research skills and very good knowledge of global trends in the area of work. Knowledge of regulatory frameworks and regimes in Arab States. Knowledge of conditions in Arab States and a good understanding of the problems and aspirations of the countries involved.

### Qualifications required

#### Education:

Advanced university degree in business administration, international development, engineering, programme/project management, or any relevant area of study to support knowledge in programme/project management 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 supporting Innovation and Entrepreneurship and management programs, including at least two at the international level. A

Doctorate in a related field can be considered as a substitute for two years of working experience. Good experience in the organization and management of regional/international programme/projects/activities related to the development of Techno parks and Incubators is considered as an advantage.

Languages:

For the position advertised, fluency in Arabic and English is required. Knowledge of another official language of the Union would be an advantage. (Under the provision 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.)

Additional Information:

**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 \$ 60,233 + post adjustment \$ 31,140

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.

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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