



General Secretariat (GS)

Geneva, 15 December 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/50

Subject: **VACANCY NOTICE No. 1473P-2023/TSB-OPD/EXTERNAL/P2 "Project's Officer"**

Dear Madam, 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 women candidates to apply for the above position not later than 15/02/2024 on ITU career website:

[Project's Officer \(itu.int\)](#)

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1473P-2023/TSB-OPD/EXTERNAL/P2 "Project's Officer"**

Job Title: Project Officer

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.

Project Officer

Vacancy notice no: 1473

Sector: TSB

Department: OPD

Country of contract: Switzerland

Duty station: Geneva

Position number: ST03/P2/634

Grade: P2

Type of contract: Fixed-term

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

Recruitment open to: External

Application deadline (Midnight Geneva Time): 15 February 2024

ORGANIZATIONAL UNIT

The Telecommunication Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

The Operations and Planning Department (OPD), is responsible for coordinating and planning support for the activities of the Telecommunication Standardization Sector. It does this through managing the Bureau's activities for organization and planning of assemblies and logistical support to meetings. The Department oversees document processing and provides IT services and solutions for electronic working methods and the development of ITU-T databases. The Department also provides administrative and secretarial support for intellectual property matters and manages the technical editing and final production of ITU-T recommendations and publications as well as ISO/IEC common texts. The Department collaborates closely with the Departments of the General Secretariat and the Bureaux which are responsible for providing support services.

DUTIES AND RESPONSIBILITIES

The position is under the close supervision of the Chief of Operations and Planning Department, the incumbent will be responsible for ensuring follow-up and providing support in the coordination of multiple and simultaneous projects within the Department, including activities in digital transformation relevant to the core mandate of ITU-T. To this extent, the incumbent will perform the following duties:

- Ensure follow-up of the design and execution and provide support to project managers in coordinating implementation of various projects and initiatives within the Operations and Planning Department. Gather important data and requirements internally and externally; analyse and propose solutions taking into account stakeholders/end users' needs.
- Evaluate processes; anticipating requirements and uncovering areas for improvement and propose solutions. Participate in the ongoing reviews of processes and the development of optimization strategies, identify potential issues or risks that could affect the progression of projects and communicate these items to the Project Manager, and work to identify potential solutions.

- Develop and maintain an insightful analytical tool used by project owners to inform resource needs, execution decisions, strategy choices and potential trade-off needs. Draft terms of reference for experts and support coordination of activities.
- Collaborate with IT developers to develop detailed technical understanding of conceptual structure and algorithms. Draft related report and/or presentations.
- Meet regularly with Project owners to review progress and discuss future steps.
- Watch closely project schedules, monitoring deadlines for each project or specific project tasks and report any potential delays to the Project Manager.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making
 Client and Service Orientation
 Planning and Organising

TECHNICAL COMPETENCIES

- Knowledge of frontier technologies such as AI, Blockchain and IoT.
- Advanced proficiency in Microsoft Office and the ability to communicate with people at all levels and translate business data into digestible information that improves processes.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.

QUALIFICATIONS REQUIRED

Education:

University degree in business administration, management information systems, digital transformation, data science, project management or a related field OR education from a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:

At least three years of progressively responsible experience in project management, business analysis or a related field. An advanced degree in a related field can be considered as a substitute for one year of working experience. 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).

BENEFITS AND ENTITLEMENTS

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 \$ 50,377 + post adjustment \$ 41,662

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

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.