



General Secretariat (GS)

Geneva, 29 September 2021

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 44**

Subject: **Vacancy Notice No. 50P-2021/SG-HRMD/EXTERNAL/P3**

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 29/11/2021 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

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,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 50P-2021/SG-HRMD/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 NO. 50P-2021/SG-HRMD/EXTERNAL/P3

Date of Issue: 29 September 2021

Currently accepting applications

*Applications from women are encouraged*

Functions: HR Officer

Post Number: HR12/P3/625

Deadline for Applications (23.59 Geneva CH)  
: 29 November 2021

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

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

### 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 Human Resources Management Department (HRMD) advises the Secretary General on human resources management. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results.

## Duties / Responsibilities

Under the supervision of the Head, HR Planning and Development Service, the incumbent will perform the following duties:

### Policy

- Provide support to the Head of Service in the promotion of performance management and development and its value.
- Provide assistance (technical and policy) to managers and staff (regional and area offices) on application.
- Ensure the follow-up with staff and management on their roles and responsibilities within the e-PMDS in accordance with the rules and regulations.
- Provide technical support for the review and drafting of new human resources (HR) policies, guidelines, procedures and standard operating procedures (SOPs).

### System configuration and guidance

- Ensure effective system configuration in line with rules and regulations across the performance cycle.
- Make recommendations through business cases on most effective system design, integrating other existing Enterprise Resources Planning (ERP) Systems (e.g., SAP etc.).
- Provide technical support and guidance to staff members to ensure a correct system application and use.
- Develop training programmes and material to harmonize system understanding and use across ITU.

### Workforce and Business analysis

- Gather data and make analysis such as workforce analysis, and prepare inputs for HRMD reports (e.g., HR Annual Report) and ensure that outputs are correctly reflected in HR documents.
- Prepare and provide statistics requested by external bodies such as: International Civil Service Commission (ICSC), Joint Inspection Unit (JIU), the Chief Executives Board (CEB), the UN Women, etc..
- Make recommendations on the harmonization of the recording, analysis and reporting of HR statistics, within the context of ITU's integrated system.
- Develop specifications for new reports for workforce and succession planning, interpret data, analyze results using statistical techniques and provide ongoing reports.

### Projects (career and staff development)

- Participate in HR cross-functional and HRPD projects such as competency mapping, skills-gap as a result of the analysis of the performance management system results.
- Monitor mapping of competencies for all ITU staff members in HQ and the field and develop comprehensive frameworks in support to ITU talent development and retention.

- Draft programmes documentation - i.e., functional standards, project briefs, guidelines etc. relating to planning, performance and reporting.
- Support the analysis and design of the ERP to define system requirements also in the perspective of HR ERP integration.
- Identify and analyze staff development and career support needs and design programmes to meet identified needs; prepare monitoring reports on staff development and career support programmes.

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:** Analysis, Judgement and Decision Making; Client and Service Orientation, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of HR integrated systems such as SAP. Good knowledge of statistical tools. Good knowledge of human resources principles and UN common system.

### Qualifications required

#### Education:

Advanced university degree in human resources management, project management, business administration 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 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 human resources, including at least two in project management at the international level. 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.)

#### 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 \$ 60,962 + post adjustment \$ 50,720

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

---

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