



Geneva, 8 April 2011

Circular letter No. 13

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy

Vacancy Notice No. ITU/BDT/2011/P11

To the Director-General

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 should be obliged if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 17 May 2011 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Antalya, 2006), 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 insufficiently 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.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: Notice of Vacancy No. ITU/BDT/2011/P11
(Job description of the post to be filled and conditions of employment)

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/2011/P11

Date of Issue: 17 March 2011
Currently accepting applications

Applications from women are encouraged

Functions: ITU Area Representative for the Caribbean

Post Number: TD24R/P5/897

Deadline for Applications: 17 May 2011

Duration of Contract: Two years

Type of Appointment: Fixed-Term Appointment

Duty Station: Bridgetown, Barbados

Grade: P5

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 Deputy to 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 direction of the Regional Director, ITU Regional Office for the Americas, the incumbent is responsible for the promotion of telecommunications development by means of technical cooperation and technical assistance activities in the countries assigned to him/her, involving:

- Identification and supervision of implementation and monitoring of projects.
- Provision of expert assistance in the fields of Information Technologies and Universal Service/Access.
- Collection, circulation and exchange of information on matters pertaining to development of telecommunications and their rational use, and the activities of ITU in these fields.
- Organization and participation in meetings or seminars and undertaking of other duties in connection with the development of telecommunications that may be assigned to him/her by the Regional Director, ITU Regional Office for the Americas or by ITU Headquarters.
- Implementation of the decisions/recommendations of World and Regional Development Conferences, in particular the BDT telecommunications development programmes pertaining to the region.
- Promotes development, expansion and operation of telecommunication/ICT networks and services/applications.
- Informs policy makers, regulatory bodies and telecommunication operators about world trends in new technologies and their possible repercussions.
- Builds partnerships for telecommunication/ICT development with Sector members and promoting the private sector participation to the ITU activities.
- Develops and maintains close relations with the various stakeholders and moderators/facilitators in the framework of the WSIS Geneva Action Plan and the Tunis Agenda of the Information Society.

In addition, and in support of telecommunication development, the incumbent:

- Assists telecommunication administrations in formulating programmes and project requests for submission to funding sources by national planning and coordination authorities.
- Assists telecommunication administrations by mobilizing resources in order to provide rapid assistance for the solution of specific problems.
- Develops and maintains close relations with the various regional and sub-regional bodies, institutions and banks with a view to securing financial and other resources for the development of telecommunications in countries assigned to him/her.
- Designs projects and prepares project documents when required and takes follow-up measures for their approval.
- Monitors the implementation of those approved national and sub-regional projects assigned to him/her, in collaboration with the project management staff and takes all necessary action for an efficient speedy implementation.
- Promotes Technical Cooperation amongst Developing countries programmes (TCDC) on a sub-regional and regional basis.
- Provides technical assistance to countries in his/her specialty and performs any other task in his/her field of competence that may be assigned to him/her by the Regional Director, ITU Regional Office for the Americas.

- Directs, monitors, supervise and evaluates the work of the ITU staff assigned to the Office and the work of experts assigned to field activities.
- Performs any other tasks that may be assigned to him/her by the Regional Director, ITU Regional Office for the Americas.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or a related fields (science/engineering, electrical/electronic engineering), with some specialization in telecommunications, 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience of project management or administrative experience of telecommunication development and assistance activities in UN system, including at least five at the international level. Experience of working in, or association with, ITU telecommunication development activities would be an advantage. Experience in the field of information technologies and universal service/access acquired in a telecommunication administration or private operating agency.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish), and very good knowledge of a second official language. 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:

- Experience and knowledge of conditions prevailing in the Americas; good knowledge of the Caribbean Region would be an asset as well as a good understanding of the problems and aspirations of countries involved.
- Proven ability to develop and maintain good working relationships with officials at all levels in a multi-cultural environment.
- Ability to take initiatives, aptitude for setting strategic orientations and priorities, planning and coaching a team to maximize production and achieve set objectives.
- Ability to communicate orally and in writing with the decisions makers on complex/sensitive issues; ability to draft precise and complete analytical reports, project proposals, documents, projects evaluation.
- Knowledge of, and ability to use, personal computers.

Remuneration

Annual Salary: (Net of Tax)

115,885.- USD - 140,641.- CHF without dependants

124,741.- USD - 152,884.- CHF 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