



Geneva, 1 December 2010

Circular letter No. 242

(Accelerated procedure
via facsimile)

Subject: Notice of vacancy
To the Director-General

Vacancy Notice No. D46-2010

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 let me know the names of qualified candidates and especially of woman candidates for the above post. Detailed applications using ITU Personal History Forms should be submitted to the General Secretariat not later than **1 February 2010**.

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.

Administrations of countries from regions of the world which are not or are insufficiently represented among the staff of the Union are especially requested to submit applications from suitably qualified 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. D46-2010
(Job description of the post to be filled and conditions of employment)

INTERNATIONAL TELECOMMUNICATION UNION



The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.

ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.

The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.

VACANCY NOTICE N° ITU/BDT/2010/D46

Date of Issue: 1 December 2010
Currently accepting applications

Applications from women are encouraged

Functions: Regional Director, ITU Regional
Office for Africa

Post Number: TD23R/D1/786

Deadline for Applications: 1 February 2011

Duration of Contract: Two years

Type of Appointment: Fixed-term
appointment

Duty Station: Addis Ababa, Ethiopia

Grade: D1

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 the 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 administrative direction of the Director of the Telecommunication Development Bureau (BDT) and the supervision of the Deputy to the Director, the incumbent serves as Regional Director, ITU Regional Office for Africa, and is responsible for planning, organizing and directing the work of the Regional Office and associated area offices. To this end the incumbent:

- Identifies the strategies, procedures and priorities in the context of the requirements of the region.
- Studies and assesses the development needs of the region and formulates general programmes for the enhancement of its networks and services.
- Organizes the 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.
- Directs the preparation and submission of ITU proposals for consideration by governments, telecommunication agencies and funding entities.
- Develops a mechanism to increase the effective development and use of human resources of the region.
- Approves and signs, on behalf of the ITU, project documents and revisions when their budget does not exceed US\$ 150,000.
- Organizes resource mobilization activities in the region in order to secure funding of projects.
- Organizes and participates in meetings or seminars.
- Is responsible for the overall implementation of the decisions/recommendations of World and Regional Development Conferences, in particular the BDT telecommunication development programmes in the region.
- Provides the relevant authorities of the region with all relevant information on the organization of global/regional meetings and conferences.
- Acts as the principal ITU representative vis-à-vis the Governments, telecommunication organizations, development banks, regional organizations and other stakeholders in the region, develops and maintains close relationship with these entities at the highest level and ensures that any agreements entered into by the ITU with these organizations are implemented and as well as with the UN Resident Coordinators and other Agencies Representatives in Africa.
- Directs, monitors, supervises and evaluates the work of the ITU staff assigned to the Regional Office and Heads of Area offices in the region and the work of experts assigned to field activities.
- Coordinates those activities concerning the region that may be referred to him/her by the other

Bureaux of the Union.

- Provides and reviews inputs from the region to reports for ITU conferences and meetings, especially Council meetings, Regional and World Development, Telecommunication Standardization and Radiocommunication Conferences as well as Plenipotentiary Conferences.
- Performs any other task in his/her field of competence that may be assigned to him/her by the Director of the BDT and the Secretary-General, as applicable.

Qualifications required

Education:

- Advanced university degree in business or public administration/management, international development, economics or telecommunications or related fields 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 above fields in combination with twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

- At least 15 years of progressively responsible experience of which no less than 5 years at a senior management level and which includes managing development programs or related work in a telecommunication/ICT Administration/organization/regulator or recognized agency. The experience should also include at least 7 years at the international level. Managerial experience in administration, finance, human resources management and resource mobilization is required. 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:

- Capacity to comprehend and clearly articulate telecommunication and ICT development needs, having carefully considered socio-economic and other pertinent regional factors. Ability to plan strategically, direct and operate within a results-based management framework and quality management concepts.
- Ability to translate strategy into action and achieve positive results. Ability to identify clients' needs, propose appropriate solutions, build strong relationships with clients, donors and representatives, focusing on impact and results for the client and responding positively to feedback.
- Ability to display a high level of respect, diplomacy and tact when dealing with government officials, donors and other stakeholders. Excellent interpersonal skills, able to establish and maintain effective partnerships and working relations with officials at the highest level, including host government representatives and colleagues, in a multi-cultural, multi-ethnic environment.

- Strong management skills and excellent leadership with a proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, develop, mentor, coach and evaluate staff.
- Demonstrated strong oral and written communication skills, reporting and advocacy skills.

Remuneration

Annual Salary: (Net of Tax)

131,007.- USD - 149,197.- USD without dependants

141,734.- USD - 162,829.- USD with dependants

Post Adjustment: 39,4 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

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



The ITU is a smoke-free environment