



General Secretariat (GS)

Geneva, 13 February 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/15

Subject: **VACANCY NOTICE No. 1891P-2025/TSB-SED/EXTERNAL/P5 "Head, Strategic Tech and Academia Initiatives Division"**

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 16/04/2025 on ITU career website:

[Head, Strategic Tech and Academia Initiatives Division](#)

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. 1891P-2025/TSB-SED/EXTERNAL/P5 "Head, Strategic Tech and Academia Initiatives Division"**

Job Title: Head, Strategic Tech and Academia Initiatives Division

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.

Head, Strategic Tech and Academia Initiatives Division

Vacancy notice no: 1891

Sector: TSB

Department: SED

Country of contract: Switzerland

Duty station: Geneva

Position number: ST42/P5/654

Grade: P5

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 16 April 2025

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.

Within the Telecommunication Standardization Bureau (TSB), the Strategic Engagement Department (SED) is responsible with leading the Bureau's community engagement, marketing, and communications efforts, including pioneering "emerging technologies" initiatives like the annual AI for Good Global Summit, and utilizing innovative tactics for membership recruitment and business development to establish ITU-T as an agile, forward-looking, and innovative standardization platform. The Department is also responsible for the Bureau's, academic initiatives and the ITU Journal, a periodical dedicated to research topics in telecommunication and ICT.

ORGANIZATIONAL CONTEXT

Under the supervision of the Chief of the Strategic Engagement Department, the Head, Strategic Tech and Academia Initiatives Division serves as leader for the team of the Division and provides

authoritative expertise for all assigned responsibilities to deliver Division outputs and foster a collaborative spirit and cooperation to achieve results.

DUTIES AND RESPONSIBILITIES

The incumbent supervises a team of professionals and administrative assistant staff and provides strategic guidance to the team to ensure the successful implementation and monitoring of the objectives as well as the effective management of the Division's resources. He/She will:

- Lead, supervise and provide strategic guidance to the team of professionals within the Division, fostering a collaborative and productive work environment.
- Formulate strategic and operational plans, including budget and staffing plans, for the Division's programmes to ensure more effective and efficient management and delivery of its responsibilities.
- Provide strategic and expert advice to the Chief of the Strategic Engagement Department on activities and future plans for the Department.
- Plan, direct, and oversee the operational activities, programmes, and Labs within the Division's areas of focus (e.g., emerging technologies, Artificial Intelligence and Digital Financial Services Security), as well as events organised by the Division. Act as the focal point for digital financial inclusion and fintech related matters in the Telecommunication Standardization Bureau.
- Coordinate the AI for Good Impact Initiative and develop its portfolio of knowledge transfer activities, such as reports, surveys, training sessions, and other related activities. Manage its funds, project management, and related Memoranda of Understanding (MoUs) and partnership agreements.
- Coordinate global standards initiatives and partnerships with industry to facilitate international standards collaboration for safe and trustworthy AI systems, digital public infrastructure, digital wallets and the AI watermarking and multimedia authenticity initiative. Provide technical advice on initiatives to identify emerging tech projects that can assist countries in developing their AI strategies and/or lead to new standardization activities in ITU-T Study Groups.
- Supervise the design and development of knowledge transfer strategic programme initiatives to provide a platform for knowledge sharing and enhancing skills in emerging economies. These initiatives will focus on innovative applications of emerging technologies, based on international standards, and on the cybersecurity and cyber resilience of digital financial services, based on international standards and security best practices.
- Supervise the academia programme initiatives of the Division, including Kaleidoscope and the ITU Journal, as well as collaboration with academic institutions for capacity building and research on artificial intelligence and emerging technologies. The focus will be on identifying opportunities that could lead to potential standards development, new academia memberships, and support for knowledge transfer activities.
- Liaise and coordinate with the Deputy Director and Chief of the Study Groups and Policy Department, other division heads in TSB, other Bureaux, and the General Secretariat on matters related to the Division's field of activity. Represent ITU at:
 - International forums, conferences, and meetings, delivering presentations and participating in discussions to advance ITU's objectives.
 - High-level meetings to engage with other United Nations Agencies, industry stakeholders, and international organizations to coordinate strategic partnerships in areas relevant to the Division's activities.
- 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
Innovation and Facilitating Change
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Excellent communication and public speaking skills.
- Ability to establish and maintain excellent relations with officials at all levels, both in and outside the ITU.
- Drafting MOUs, collaboration agreements, and grant proposals.
- Project management of grant implementation.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in the field of ICTs/telecommunications, engineering, mathematics, international cooperation, 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 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 in the ICT telecommunications industry and membership-based organizations specializing in technology innovation, member engagement, community building and events, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three 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 \$ 101,540 + post adjustment \$ 68,641

Other allowances and benefits subject to specific terms of appointment, please refer to:

https://jobs.itu.int/content/What-we-offer/?locale=en_US

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 [career](#) 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.