



General Secretariat (GS)

Geneva, 6 March 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/20

Subject: **VACANCY NOTICE No. 1965P - 2025/BDT-RO/EXTERNAL/P4 "Programme Coordinator"**

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 06/05/2025 on ITU career website:

Programme Coordinator

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. 1965P - 2025/BDT-RO/EXTERNAL/P4 "Programme Coordinator"**

Job Title: Programme Coordinator

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.

Programme Coordinator

Vacancy notice no: 1965

Sector: BDT

Department: Regional Offices

Country of contract: Ethiopia

Duty station: Addis Ababa

Position number: TD25R/P4/580

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 6 May 2025

ORGANIZATIONAL UNIT

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union. BDT deals mainly with development policies, strategies, programming, projects, as well as technical cooperation activities to enable and foster universal access to affordable, high-quality and secure telecommunications/ICTs and Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development. To effectively and efficiently serve the needs of Member States, BDT is organized into four functional areas:

- Operations Coordination Department (Office of the Deputy to the Director) (DDR)
- Projects, Partnerships & Digital Skills Department (PPS)
- Digital Networks & Environment Department (DNE)
- Digital Knowledge Society Department (DKS)

The regional offices provide assistance to the ITU Member States of the Region, ensuring a close relationship and collaboration. To implement the agreed programs and projects, in accordance with the ITU Strategy Plan and the BDT Action Plan, with the active support of all Departments, providing timely information about their development. To provide proper line management and support, the Regional Directors report to the Director of the BDT.

ORGANIZATIONAL CONTEXT

Enhancement and promotion of the knowledge and capacity of developing countries in the effective application of ICT and telecommunication policies, regulations, tools, and technologies.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Regional Director for Africa, the incumbent:

- Successfully manages the full life cycle of assigned regional initiatives, operational plan activities and projects, including the pursuit of prospects:
 - Guides the management and programmatic initiatives of the Office, consulting with the Regional Director, Senior Advisor and other colleagues at headquarters. Oversees the coordination, execution, and monitoring of extrabudgetary and regular programmes and projects. Designs, implements, monitors, and delivers programmes and projects.
 - Coordinates activities, programme and project rollouts, and the use of tools, applying innovative methods to enhance programme development and adds value to Bureau and Regional Office strategy.
 - Guides and may oversee the technical and administrative staff and experts on programme and project implementation. Stays informed of subject matter developments, studying their relevance to current programmes and projects and applying them as necessary.
- Improves internal working methods, collaboration, and organization:
 - Facilitates ITU's UN coordination and collaboration efforts at national and regional levels, including supporting the development and implementation of the Common Country Assessment (CCA) and Sustainable Development Cooperation Framework (SDCF), and Regional Cooperation Platforms.
 - Advises institutions, United Nations country teams (UNCTs), NGOs and other major stakeholders on the policies and requirements for programme and project formulation, implementation, and coordination, considering region's development challenges and opportunities as outlined in the CCAs and SDCF documents.
 - Leads regular monitoring and reviews exercises covering programme and project progress, resource utilization and the performance of experts and contractors. Investigates resource options both in the area and throughout the region. Leads efforts to ensure that the objectives and requirements of programmes and projects deliver measurable and impactful results, while ensuring compliance with the organization's mandate and alignment with national, regional and ITU objectives. Shares findings with management and applies them to improve work methods.
 - Evaluates the effectiveness of ongoing collaborations, identifies and proposes new collaboration opportunities. Represents the organization in discussions related to technical subjects within the purview of the project/programme area. Attends local, national, regional, and international conferences, seminars, congresses, and workshops as a speaker in the sphere of competence to generate debate and discussion.
 - Strengthens and coordinates the organization's collaboration with think-tank institutions, universities, and research centres by negotiating, coordinating, and maintaining relationships with governmental, non-governmental and private enterprises for the establishment of partnerships, fundraising and programme-related issues and events. Organizes and assesses contributions from experts, donors, governments, and institutions, determining which efforts bolster the achievement of overall programme objectives.

- Carries out any additional activities that may be required to ensure the success of the assigned work team.
- Évalue l'efficacité des collaborations instaurées, détermine et propose de nouvelles possibilités de collaboration. Représente l'organisation dans les débats sur des questions techniques du ressort du programme ou du projet. Assiste à des conférences, séminaires, congrès et ateliers organisés sur le plan local, national, régional ou international et y prend la parole dans son domaine de compétence pour susciter les débats et discussions.
- Renforce et coordonne la collaboration de l'organisation avec des institutions, universités et centres de recherche; à ce titre, négocie, coordonne et entretient des relations avec des organisations gouvernementales et non gouvernementales, ainsi qu'avec des entreprises privées en vue de la création de partenariats, de campagnes de collecte de fonds et d'autres activités et événements liés aux programmes. Coordonne et évalue les contributions d'experts, de donateurs, des pouvoirs publics et d'institutions et détermine quels types d'activités encouragent la réalisation des principaux objectifs de programmes.
- Mène à bien toute autre activité qui lui est demandée pour assurer le succès du travail de l'équipe.

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
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Comprehensive background and understanding of subjects related to capacity building, network planning, and development activities, acquired in a telecommunication administration, international organization/institution or private operating agency.
- Knowledge of conditions in the African region in general, and a good understanding of the problems and aspirations of the countries involved would be an added advantage.
- Knowledge of regulatory frameworks in the area/region.
- Excellent research skills and a strong knowledge of global trends in the field.
- Knowledge of project management principles and methodologies.
- Knowledge of conditions prevailing in the region, with a good understanding of the problems and aspirations of the countries and members involved.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in law, telecommunications, ICTs, social sciences or economics or a related field 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in telecommunication/ICT Administration/organization, international/ regional organization, or recognized private agency, including at least three 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 provision 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 \$ 84,672 + post adjustment \$ 41,066

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.