



General Secretariat (GS)

Geneva, 9 January 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/01

Subject: **VACANCY NOTICE No. 1893P-2025/BDT-RO/EXTERNAL/P5 "ITU Area Representative, Central Africa and Madagascar"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at the ITU Area Office in Yaoundé, Cameroon.

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 11/03/2025 on ITU career website:

ITU Area Representative, Central Africa and Madagascar (itu.int)

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. 1893P-2025/BDT-RO/EXTERNAL/P2 "ITU Area Representative, Central Africa and Madagascar"

Job Title: ITU Area Representative, Central Africa and Madagascar

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.

ITU Area Representative, Central Africa and Madagascar

Vacancy notice no: 1893

Sector: BDT

Department: Regional Offices

Country of contract: Cameroon

Duty station: Yaounde

Position number: TD25R/P5/647

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): 11 March 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.

Background information

This position is vital for the Telecommunication Development Bureau, and the Regional Office to ensure the proper implementation and follow-up of the main ITU conferences, the Union's strategic plan, action and operational plans, and regional initiatives. The position reports to the ITU Regional Director, Africa.

The ITU Area Representative for Central Africa and Madagascar is a senior expert in the relevant fields with operational and diplomatic acumen.

The incumbent of the position represents the whole ITU, operates in compliance with organizational regulations and rules and takes responsibility towards the successful achievement of delegated assignments.

DUTIES AND RESPONSIBILITIES

1. Successfully manage the full life cycle of assigned regional initiatives, operational plan activities and projects guided by the Results Based Management framework:
 - Initiate, establish, and coordinate partnerships and joint resource mobilization efforts to promote engagement and participation by private and public sector stakeholders in ITU activities.
 - Develop complete project proposals and successfully secure partners and resources for ITU, for the purpose of connecting the unconnected and contributing to the implementation of the Sustainable Development Goals (SDGs), while responding to the needs of the countries in the sub-region.
 - Develop project implementation plans and documents with clearly defined goals, deliverables, KPIs and timelines based on results-based approach; and identify priority activities and allocate appropriate resources.
 - Develop project and risk management frameworks; and assess and monitor risks.
 - Drive implementation, monitoring, evaluation, reporting and impact assessment of regional projects, initiatives, and activities, in collaboration with colleagues in headquarters and regional/area offices, ensuring the quality of the work and compliance with applicable internal procedures and internal control rules.
 - Lead the work of one or more of BDT's thematic priorities as regional expert and coordinator and collaborate with colleagues in the HQ and region.
2. Strengthen ITU's role and position within the UN Sustainable Development Group and UN country teams:
 - Identify opportunities for partnerships (and financial support) for activities targeted at the specific areas of interest to ITU Member States within the UNSDG and UNCTs.
 - Participate in and facilitate, to the extent possible, ITU's involvement in the UN Sustainable Development Cooperation Framework (UNSDCF), and contribute to the common country assessments, working with all the UN Agencies in the region physically or remotely.
 - Coordinate ITU activities at the country level with the Resident Coordinator (RC) and UNCTs where applicable, while establishing and maintaining excellent relationships with other UN agencies and partners.
 - Ensure that all ITU technical cooperation activities are aligned with the requests received from the governments and the implementations are coordinated with respective UNCTs.
 - Regularly monitor the implementation of existing and draft cooperation development framework agreements to assess the need for further ITU action.
 - Promote and contribute to ITU's expertise in the areas of spectrum management, statistics, standards and bridging the digital divide, to ensure One ITU approach and advance digital transformation in the region.

DUTIES AND RESPONSIBILITIES (continuation)

3. Manage the operations and resources of the ITU Area Office ensuring effective internal working methods, collaboration, and organization:
 - Support the Regional Director in the coordination of activities between headquarters and regional/area offices, to strengthen collaboration, knowledge sharing and effective implementation of regional development forum outcomes, regional initiatives, and technical cooperation projects.
 - Coordinate and promote the work of all ITU Bureaux within the region, in facilitating and organizing among other conferences, workshops, seminars, study groups activities.
 - Demonstrate and lead the development of staff capacity in RBM, strategic planning, project management, gender mainstreaming, change initiatives and resource mobilization and management.
 - Manage and evaluate the performance of staff and consultants to ensure full delivery of agreed outputs in a timely manner, while fostering a spirit of professionalism, collaboration, ethics, and teamwork.
 - Promote innovation, and use of technological tools to improve ways of working and delivering on the strategic and operational plans.
 - Lead and prudently manage staff and resources in the Area Office in Yaounde and ensure full adherence and compliance with ITU service orders, policies, rules, and regulations.
 - Represent ITU when and where appropriate.
 - Facilitate the coordination and liaison with Regional economic communities particularly, in the ICT/Digital prioritized projects.
 - Build and maintain excellent relationships with the host government and other stakeholders in Cameroon, including the Ministry of Posts and Telecommunications and the Ministry of Foreign affairs.
4. Perform any other duties in his/her field of competence that may be assigned to him/her.

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 research skills and very good knowledge of global technological trends in the field of the work.
- Knowledge of policy and regulatory frameworks in the area/region.
- Knowledge of RBM, resource and project management principles and methodologies.
- Knowledge of conditions prevailing in the Region and a good understanding of the problems and aspirations of countries and members involved.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunication engineering, information and communication technology, social sciences, public/business administration, or related fields, with some specialization in telecommunication and information systems OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree 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 above fields, preferably acquired in a telecommunication/ICT Administration/organization, international/ regional organization, or recognized private sector organization, including at least five years at the international level. A doctorate in a related field can be considered as a substitute for three years of working experience.

Demonstrated experience in gender mainstreaming and managing a culturally diverse team is an asset. Professional experience in Africa is desirable.

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 \$ 92,731 + post adjustment \$ 47,107

Other allowances and benefits subject to specific terms of appointment, please refer to:
https://jobs.itu.int/content/What-we-offer/?locale=en_US

ADDITIONAL INFORMATION

Nationals of the countries of ITU Area and Regional offices in field duty stations will normally not be recruited or assigned to international professional positions in their home country.

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.