



General Secretariat (GS)

Geneva, 13 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 66**

Subject: **Vacancy Notice No. 43PROJ-2019/BDT-PDD/EXTERNAL/P5**

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 invited 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 13/01/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), 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 under- 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.

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 43PROJ-2019/BDT-PDD/EXTERNAL/P5**



*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° 43PROJ-2019/BDT-PDD/EXTERNAL/P5

Date of Issue: 13 December 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Advisor Resource  
Mobilization and Stakeholder Engagement

Post Number: PROJ-5028

Deadline for Applications (23.59 Geneva CH) :  
13 January 2020

Duration of Contract: 2 years

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

### Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

### Organization Unit:

The Partnerships for Digital Development Department is responsible for the development of sustainable and impactful partnerships with donors, foundations, and the private sector. It further coordinates the delivery of these resources to meet the needs of the membership in accordance with World Telecommunication Development Conference (WTDC) and ITU Plenipotentiary Conference (PP) outcomes. This department is also responsible for project design and support, and contributes actively to the implementation of the regional initiatives. Finally, this department is

charged with defining the BDT membership strategy and for the sound management of the ICT Development Fund.

### Duties / Responsibilities

Under the supervision of the Chief, Partnerships for Digital Development Department (PDD), the Senior Advisor Resource Mobilization and Stakeholder Engagement will provide expertise for all assigned responsibilities to deliver expected outputs. The incumbent will perform the following duties:

- Lead the development and the implementation of a resource mobilization and partnerships strategy for the BDT to raise and mobilize resources and build partnerships to support the achievement of the World Telecommunication Development Conference objectives.
- Identify, recommend and oversee innovative methodologies and approaches and highlight fundraising opportunities to senior management in order to maintain and increase funding from new and traditional donors.
- Work closely with cluster leads, departments and regional offices; provide technical, policy and strategic advice to increase voluntary contributions by providing timely and strategic intelligence on issues, trends and opportunities for partnership development to enable informed decision making and actions planning; develop and coordinate a Bureau-wide resource mobilization network.
- Establish and promote quality standards and work processes for managing and deepening relationships with Sector Members, and build staff capacity, as needed to achieve increased Member satisfaction and engagement; oversee periodic reviews of current resource mobilisation and partnership building capabilities and practices, to ensure that ITU resource mobilization, partnership building and membership management strategies and activities are in line with the WTDC objectives.
- Guide and facilitate the proposal development work process within BDT's Resource Management Framework to ensure compliance with internal review and clearance procedures, and delivery of high-quality proposals to targeted funders.
- Provide technical guidance on effective resource mobilization and funding approaches and build capacity of staff in Regional and Area offices to strengthen BDT's resource mobilization culture and capacity at both in the field and headquarters.
- Monitor and oversee quality and timeliness of donor reporting across BDT, and advise BDT Director and other Senior Management, as appropriate, on required and aspirational funding levels.
- Participate and provide expert opinion at high-level international events, meetings, negotiation of agreements, policy discussions with partners and stakeholders, as delegated.
- Build, maintain and expand networks with key officials from donor agencies, promoting new ideas and opportunities for engagement and ensuring an on-going policy dialogue on relations with other UN organizations, and with other public and private sector stakeholders.
- Perform other related duties as assigned.

### Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Planning and Organizing; Leadership, and; Successful Management.
- **Essential Technical Competencies:** Proven technical cooperation with countries in areas related to ICT and deep relationships with private sector, donors, and foundations; Knowledge of resource mobilization principles and strategies; Political and diplomatic skills to liaise and manage relationships with key BDT stakeholders; Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives; Ability to maintain efficient working relationships with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

## Qualifications required

### Education:

Advanced university degree in business management, international relations, telecommunications 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 for promotion or rotation purposes.

### Experience:

At least ten years of progressively responsible experience in the development and implementation of resource mobilization, partnership building and fundraising, 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. Proven long-term experience in the development and implementation of resource mobilization and partnership strategies. Proven experience in donor mapping and research. Proven experience in fundraising. Experience should include demonstrated evidence of a successful track record in resource mobilization and fund raising.

### 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.)

### Additional Information:

#### **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 \$ 87,108 + post adjustment \$ 65,854

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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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