



General Secretariat (GS)

Geneva, 16 January 2020

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 5**

Subject: **Vacancy Notice No. 3P-2020/BDT-DKH/EXTERNAL/P3**

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 16/03/2020 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. 3P-2020/BDT-DKH/EXTERNAL/P3**



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° 3P-2020/BDT-DKH/EXTERNAL/P3

Date of Issue: 16 January 2020  
Currently accepting applications

*Applications from women are encouraged*

Functions: Statistician

Post Number: TD42/P3/363

Deadline for Applications (23.59 Geneva CH) :  
16 March 2020

Duration of Contract: 2 years with possibility  
of renewal for 2 additional years

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

### 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 Digital Knowledge Hub Department is responsible for providing best practices and information to support the public policy decisions of ITU Member States. This department provides a platform for the members, as well as for external entities such as researchers, the private sector and other development agencies, to obtain critical information on digital trends, information society developments and digital skills. In addition to consolidating ITU's position as the recognized global source for regulatory information and ICT data, this department is responsible

for the work of ITU-D Study Groups. Finally, this department provides capacity and digital skills building programmes.

### Duties / Responsibilities

Under the supervision of the Head, ICT Data and Analytics Division of the Digital Knowledge Hub Department, BDT, the incumbent carries out the following tasks:

- Collects, verifies, processes and disseminates telecommunication/ICT statistics for approximately 200 countries and territories through applying a variety of collection and analytical techniques, including: surveys and questionnaires, country data sets, data quality control, estimation and imputation, predictive modelling and forecasting.
- Analyses data applying a number of statistical techniques, and presents results in a concise and clear manner to enable analysts, policymakers and other data users to monitor ICT developments and countries' progress in moving towards digital societies. Drafts text for the Division's research publications featuring trends and analysis of digital developments. Provides substantive inputs to the statistical publications of the Division, including the World Telecommunication/ICT Indicators (WTI) database and the ITU Yearbook of Statistics.
- Participates in the Division's technical cooperation activities by organizing and delivering training workshops and advisory missions, and preparing methodological documents and tools; processes internal and external requests for statistics and answers queries related to methodologies and concepts applied to the data.
- Contributes to the preparation and organization of meetings and seminars, including the World Telecommunication/ICT Indicators Symposium (WTIS) and its statistical expert groups; identifies relevant topics and speakers; coordinates meeting documents and presentations.
- Collaborates with international and regional organizations in the area of ICT measurement, including the Partnership on Measuring ICT for Development. Represents ITU at international and regional meetings and seminars and prepares and makes presentations related to ICT statistics and measurements.
- Performs 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:** Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation, and; Networking and Building Partnerships.
- **Essential Technical Competencies:** Excellent knowledge of statistical survey methods and data analysis using Uni- and multivariate tools as well as predictive modelling and forecasting techniques. Ability to manipulate large statistical databases by using applications such as MS Access and statistical software packages such as R, SPSS and/or SAS. Strong familiarity with international standards on ICT statistics and manipulation of time series. Excellent drafting skills with proven experience in the drafting and publication of research papers and reports based on quantitative analysis.

### Qualifications required

#### Education:

Advanced university degree in statistics, economics or mathematics 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least five years of progressively responsible experience in producing and analyzing time series statistics, including predictive modelling and forecasting techniques, with a demonstrated understanding of ICT data and trends, in particular in developing countries, including at least two years at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Demonstrated experience in research and analysis of regional and international ICT developments and preparation of related analytical reports. Proven experience in performing statistical analysis of telecommunication/ICT statistics taking into consideration the different areas of technology development. Excellent drafting skills and evidence of publication.

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.)

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 \$ 60,962 + post adjustment \$ 47,185

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