

No: 03-06/2019-SEA-I(Pt-I)
भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
दूरसंचार विभाग / Department of Telecommunications
संचार भवन, 20, अशोक रोड / Sanchar Bhawan, 20, Ashoka Road
नई दिल्ली-110 001 / New Delhi-110 001

दिनांक: 12.01.2024

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Posting of officers of Department of Telecommunications to International Telecommunication Union (ITU) on secondment basis – reg

The undersigned is directed to say that Recruitment Division, DoT Hq. has invited applications for filling up the following posts at P5 level in ITU from eligible officers of Department of Telecommunications on secondment basis, the details of which are as under:-

Sl.No	Name of the Post	Category of DoT officers eligible for the post
i.	Senior Cloud Services Expert	All DoT officers of JS and above level
ii.	Senior AI and Innovation Coordinator	
iii.	Digital Public Good and Innovation Advisor	

2. Willing and eligible SAG and above rank officers of IP&TAFS Group 'A' posted in DoT and its Field units may apply and send their application through proper channel to the undersigned **latest by 20.01.2024** positively.


(Jyoti Negi)

Under Secretary to the Government of India

Ph: 2303 6511

Copy to:-

- 1.PS to CGCA
- 2.Director General, NICF
- 3.All Pr.CsCA/CsCA
- 4.Sr. DDG (LFA), DoT Hq.
- 5.All DDGs of Accounts & Finance side, DoT Hq./Jt. Administrator (USoF), DoT Hq
- 6.SEA-II Section for uploading on the website of DoT.
- 7.Guard File/Spare Copy



INTERNATIONAL TELECOMMUNICATION UNION

JOB DESCRIPTION
Professional and Higher Categories

A. Identification and organizational setting of the post:

A.1 Post Number:	A.2 Present grade of post:
A.3 Present title of post:	
A.4 Proposed grade: P5	
A.5 Proposed title of post: Senior Cloud Services Expert	
A.6 Status of post: New <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied <input type="checkbox"/> Other <input type="checkbox"/>	
A.7 Name of incumbent, if any:	
A.8 Post organizational setting Bureau: BR Department: IAP Division/Service: Section/Unit: Other: Duty Station:	

For use of HRMD only
Date Job Description received:
CCOG:
Approved Title:
Classified Grade:
Authorized by:
Title:
Date:
Comments:

A.9 Title of immediate supervisor: Deputy to the Director & Chief IAP	A.10 Supervisor's Post No.:	A.11 Supervisor's Post Grade: D2
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B. Signature Block: signatures of supervisors are required before submission of the post profile to HRMD. Signature of the incumbent, if any, is required after the post is duly classified.

This is to certify that the information contained in this document is accurate and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the activities assigned.

Joanne WILSON	_____	_____
Immediate supervisor	Signature	Date
Joanne WILSON	_____	_____
Chief of Department	Signature	Date
Tomas Lamanuskas	_____	_____
Director or Deputy Secretary General or Secretary-General	Signature	Date

I have seen the above and have been informed about the duties and responsibilities attached to the post.

_____	_____	_____
Incumbent name	Signature	Date

C. Organizational context:

Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received.

The Radiocommunication Bureau is looking for a Senior Cloud Services Expert to xxxx. The Senior Cloud Services Expert will be under the direct supervision of the Deputy to the Director (BR) and Chief of BR/IAP Department.

D. Main duties and responsibilities / Key results expected

*Describe **6 to 8 major activities** assigned to the post and the key results expected. Summarize the functions to the extent possible, indicating **WHAT** is done, **WHY** it is done and **HOW** it is done. Start with a verb and avoid vague terms, repetition and minutiae.*

D.1. Advise and participate in the work of the BR Cloud Migration Task Force, to develop a cloudization strategy for the BR including identifying areas where BR services and applications can best be migrated to the cloud, identifying the most appropriate cloud-based solutions that would be beneficial to the BR's areas of work considering the existing workload, data, performance, costs and security requirements.

D.2. Support the BR's migration to cloud enabled services and platforms where appropriate, identifying trends of cloud-related developments and assessing their impact on the BR's ICT resources and strategies to feed into short- and long-term revisions to the BR's cloud strategy.

D.3. Design and plan the BR's cloud architecture in consultation with the members of the BR Cloud Migration Task Force and other stakeholders, including drafting cloud adoption plans, performing cloud management and monitoring, integrating new cloud technologies, and migrating data to the cloud.

D.4. Lead the development and implementation of cloud-based solutions where appropriate: design, develop, and implement cloud-based solutions that meet the BR's needs. This may include developing cloud architecture, deploying and configuring cloud infrastructure, and implementing cloud services.

D.5. Provide technical guidance to both technical and non-technical stakeholders on cloud technology and services. This may include recommending the best practices and making recommendations on technology selection.

D.6. Create and maintain documentation of the cloud infrastructure and services. This includes documenting the technical requirements, design, and implementation details.

D.7. Provide training and support to BR colleagues on cloud-related technologies and services.

D.8. Ensure compliance with both UN-wide and internal ITU policies concerning cloud computing, including data privacy and security standards.

D.9. Participate in continuous improvement, including identifying areas for improvement in the cloud infrastructure and services, and recommending and implementing solutions to ensure that the BR is making use of the latest technology and services.

D.10. Perform other related duties as assigned.

E. Impact of Work

Describe the nature of work and range of impact of the work in terms of impact of actions/decisions. The variety of work and its impact on organizational actions or colleagues (or failure to act) should be included.

F. Work relations and contact

Describe the level of contacts by title (colleagues, collaborators, suppliers, clients, media, major donors), the skill used in developing and maintaining the contacts (such as to exchange information, persuade, advocate, build alliances, make commitments for the Organization or represent service or ITU) as well the purpose behind and the frequency of contacts.

G. COMPETENCIES

These are recruitment requirements for the post to be completed without reference to the specific qualifications of an incumbent.

G.1 Core competencies (these are applicable to all posts and will appear in the vacancy notice):

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organisational Commitment; Results Focused; Teamwork and Collaboration. Experience in the private sector is an asset.

G.2 Functional competencies (these will appear in the vacancy notice and only the most relevant to the post should be selected):

Analysis, Judgement and Decision Making ; Client and Service Orientation ; Innovation and Facilitating Change ; Leadership ; Networking and Building Partnerships ; Planning and Organising ; Successful Management

G.3 Technical competencies (these will appear in the vacancy notice and only the most relevant to the post should be indicated. Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):

Established and demonstrable competence as cloud architect and service manager. Deep understanding of cloud computing concepts and platforms, data centers and virtual environment. Very good knowledge of cloud architecture, and how to utilize cloud technology components as a solution that best fits the business requirements. Very good knowledge of cloud application architecture and infrastructure as code, and how transforming and migrating solutions to containerized cloud components can benefit service delivery. Understanding of compute, storage, and data centre technologies, and emerging trends in cloud computing and storage. Understanding of the unique requirements for a UN Organization's use of private cloud, hybrid cloud, and public cloud.

Knowledge of key technologies, such as Azure and AWS. Understanding of networking technologies and emerging trends in networking. Self-directed, proactive, work on own initiative with a best practice approach. Pragmatic problem solver.

H. QUALIFICATION REQUIRED

These are minimum requirements for the work to be carried out and must not be specific to an individual. Language text is standard for the majority of ITU posts and cannot be modified. Further details can be found on the ITU intranet.

H.1 Education:

Advanced university degree in technology, engineering, computer science 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.

H.2 Experience:

At least ten years of progressively responsible experience in Cloud Design and Service Management, 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. Experience of managing, defining, and delivering clearly defined Cloud services. Demonstrable experience of delivering services that meet the business need and are delivered in accordance with agreed business requirements and managing the service lifecycle. Proven record of Business communication and project management.

H.3 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.)

I. Justification for changes or creation of a new post

If this is a revised post description, indicate the reason behind the revision, such as a change in the duties and responsibilities or a recent re-structuring or change in mandate. If this is a creation, include funding reference supporting the new position. All job descriptions must be accompanied by the relevant documentation, such as a Memo approving creation or structural changes.

J. Additional information regarding the post

Additional space for comments that have not been mentioned in the above sections, if any.



INTERNATIONAL TELECOMMUNICATION UNION

JOB DESCRIPTION Professional and Higher Categories

A. Identification and organizational setting of the post:

A.1 Post Number: NEW		A.2 Present grade of post: N/A		For use of HRMD only Date Job Description received: CCOG: Approved Title: Classified Grade: Authorized by: Title: Date: Comments:			
A.3 Present title of post: N/A							
A.4 Proposed grade: P5							
A.5 Proposed title of post: Senior AI & Innovation Coordinator							
A.6 Status of post: New <input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Occupied <input type="checkbox"/> Other <input type="checkbox"/>							
A.7 Name of incumbent, if any:							
A.8 Post organizational setting Bureau: TSB Department: Telecommunication Standardization Policy Division/Service: Strategic Engagement Division Section/Unit: Other:							
Duty Station: Geneva, Switzerland							
A.9 Title of immediate supervisor:		A.10 Supervisor's Post No.:				A.11 Supervisor's Post Grade:	

B. Signature Block: signatures of supervisors are required before submission of the post profile to HRMD. Signature of the incumbent, if any, is required after the post is duly classified.

This is to certify that the information contained in this document is accurate and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the activities assigned.

_____	_____	_____
Immediate supervisor	Signature	Date
_____	_____	_____
Chief of Department	Signature	Date
Seizo ONOE	_____	_____
Director or Deputy Secretary General or Secretary-General	Signature	Date

I have seen the above and have been informed about the duties and responsibilities attached to the post.

_____	_____	_____
Incumbent name	Signature	Date

C. Organizational context:

Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received.

The position Senior AI & Innovation Coordinator (P.5) will be responsible for driving innovation, promoting AI and technology initiatives, and fostering collaborations across ITU and the broader tech community. The position will be part of the AI for Good team.

Typically, with normal office environment except during busy periods when the incumbent may be required to work long hours.

D. Main duties and responsibilities / Key results expected

*Describe **6 to 8 major activities** assigned to the post and the key results expected. Summarize the functions to the extent possible, indicating **WHAT** is done, **WHY** it is done and **HOW** it is done. Start with a verb and avoid vague terms, repetition and minutiae.*

- | | |
|-------|--|
| D.1. | Drive AI and innovation initiatives within ITU by utilizing strong technical expertise and hands-on experience in building AI and tech solutions. |
| D.2. | Leverage extensive AI and tech industry network to identify opportunities for collaboration and partnership, bringing in valuable resources and expertise. |
| D.3. | Secure funding to support the growth and development of AI and technology projects within ITU by utilizing proven fundraising abilities and established relationships. |
| D.4. | Serve as a spokesperson for ITU's AI and innovation initiatives, demonstrating excellent communication, PR, and public speaking skills to effectively convey our mission and goals. |
| D.5. | Manage AI and innovation projects within ITU, ensuring they are completed on time, within budget, and meet the desired outcomes. |
| D.6. | Foster a collaborative and innovative environment by using experience in community building, events, media platforms, hackathons, and challenges to engage internal and external stakeholders. |
| D.7. | Utilize international experience to facilitate cross-cultural collaboration and strengthen ITU's global presence in the AI and technology industry. |
| D.8. | Collaborate closely with the ITU Chief Innovation Officer and the AI for Good team, driving alignment and synergies between AI and innovation initiatives across the organization. |
| D.9. | Keeps abreast of developments and advancements in telecommunications, information and communication technologies (ICT), and in the field of standardization. |
| D.10. | Perform other related duties as assigned. |

E. Impact of Work

Describe the nature of work and range of impact of the work in terms of impact of actions/decisions. The variety of work and its impact on organizational actions or colleagues (or failure to act) should be included.

AI will have a major impact on all areas of life and business. Generative AI tools like ChatGPT will be causing major disruptions in society. By driving innovation, implementing AI solutions ensuring ethical practices and building partnerships, the incumbent can help the organization to stay ahead of the curve and achieve success in the ever-evolving world of AI.

F. Work relations and contact

Describe the level of contacts by title (colleagues, collaborators, suppliers, clients, media, major donors), the skill used in developing and maintaining the contacts (such as to exchange information, persuade, advocate, build alliances, make commitments for the Organization or represent service or ITU) as well the purpose behind and the frequency of contacts.

Internal clients: TSB management and staff, other Bureaux and General Secretariat including area office in India.
External clients: research communities in Academia and companies, start-up communities, business leaders, NGOs, thought leaders, ITU Delegates.

G. COMPETENCIES

These are recruitment requirements for the post to be completed without reference to the specific qualifications of an incumbent.

G.1 Core competencies (these are applicable to all posts and will appear in the vacancy notice):

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organisational Commitment; Results Focused; Teamwork and Collaboration.

G.2 Functional competencies (these will appear in the vacancy notice and only the most relevant to the post should be selected):

Analysis, Judgement and Decision Making ; Client and Service Orientation ; Innovation and Facilitating Change ; Leadership ; Networking and Building Partnerships ; Planning and Organising ; Successful Management

G.3 Technical competencies (these will appear in the vacancy notice and only the most relevant to the post should be indicated. Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):

- An extensive network within the AI and tech industry, including established relationships with key stakeholders and influencers.
- Demonstrated success in fundraising, with the ability to secure funding for AI and technology projects.
- Exceptional communication, PR, and public speaking skills, with the ability to effectively represent ITU and its initiatives.
- Strong people management and project management skills, with a focus on delivering results and driving innovation.
- Proven experience in community building, events, media platforms, hackathons, and challenges, with a focus on fostering collaboration and engagement.

H. QUALIFICATION REQUIRED

These are minimum requirements for the work to be carried out and must not be specific to an individual. Language text is standard for the majority of ITU posts and cannot be modified. Further details can be found on the ITU intranet at <https://intranet.itu.int/gs/hrmd/employment/New%20G%20Qualifications.pdf>.

H.1 Education:

Advanced university degree in computer science, computer engineering, science, mathematics, engineering 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.

H.2 Experience:

At least ten years of progressively responsible experience in AI, technology, or a related field, with a proven track record of success in building and implementing AI and tech solutions, including at least five at the international level. Experience in the private sector is an asset. A Doctorate in a related field can be considered as a substitute for three years of working experience.

H.3 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.)

I. Justification for changes or creation of a new post

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J. Additional information regarding the post

Additional space for comments that have not been mentioned in the above sections, if any.



INTERNATIONAL TELECOMMUNICATION UNION

JOB DESCRIPTION
Professional and Higher Categories

A. Identification and organizational setting of the post:

A.1 Post Number:	A.2 Present grade of post:
A.3 Present title of post:	
A.4 Proposed grade: P5	
A.5 Proposed title of post: Digital Public Good and Innovation Advisor	
A.6 Status of post: New <input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Occupied <input type="checkbox"/> Other <input type="checkbox"/>	
A.7 Name of incumbent, if any:	
A.8 Post organizational setting Bureau: BDT Department: DDR Division/Service: Section/Unit: Other: Duty Station: Geneva, Switzerland	

For use of HRMD only
Date Job Description received:
CCOG:
Approved Title:
Classified Grade:
Authorized by:
Title:
Date:
Comments:

A.9 Title of immediate supervisor: Deputy to the Director and Chief DDR	A.10 Supervisor's Post No.: 340	A.11 Supervisor's Post Grade: D2
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B. Signature Block: signatures of supervisors are required before submission of the post profile to HRMD. Signature of the incumbent, if any, is required after the post is duly classified.

This is to certify that the information contained in this document is accurate and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the activities assigned.

Immediate supervisor	Signature	Date
Stephen BERAUX		
Chief of Department	Signature	Date
Cosmas ZAVAZAVA		
Director or Deputy Secretary General or Secretary-General	Signature	Date

I have seen the above and have been informed about the duties and responsibilities attached to the post.

Incumbent name	Signature	Date

C. Organizational context:

Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received.

The Digital Public Good and Innovation Advisor will be responsible for providing strategic guidance on the development and implementation of digital public goods initiatives in support the Innovation and Entrepreneurship Alliance for Digital Development, and one of its key objectives to harness technological know-how into global goods through open innovation and multistakeholder mechanisms, accelerating access to emerging technology for all.

D. Main duties and responsibilities / Key results expected

*Describe **6 to 8 major activities** assigned to the post and the key results expected. Summarize the functions to the extent possible, indicating **WHAT** is done, **WHY** it is done and **HOW** it is done. Start with a verb and avoid vague terms, repetition and minutiae.*

D.1. Develop and implement a comprehensive strategy for the identification, evaluation, design, and adoption and scaling of digital public goods that support the strategic objective of the Innovation Alliance.

D.2. Support the strategies and implementation actions for developing DPGs, technical assessment, design, incubation, documentation and showcasing of Digital Public Good or systems.

D.3. Develop and conduct programmatic activities such as Digital Public Goods (DPGs), Global goods challenges, incubation services, mentoring, engagement of DPGs community, co-creation workshops, showcases, events, and forums, among others.

D.4. Provide technical guidance and support on the development and implementation of digital public goods initiatives, including open-source software, open data, open ai-models, and other digital tools.

D.5. Network and create partnership with other DPGs stakeholders including the Digital Public Good Alliance, the country level DPGs experts and organizations.

D.6. Onboard, Evaluate and assess the quality and impact of potential digital public goods, and identify gaps and opportunities for improvement and development into public goods.

D.7. Develop and maintain relationships with partners and stakeholders in the digital public goods ecosystem, including open-source communities, digital rights advocates, and other organizations.

D.8. Advise the innovation team on the design and implementation of digital public goods initiatives, including project scoping, budgeting, and risk assessment.

D.9. Promote the adoption and use of digital public goods within the alliance initiatives and in the wider community through outreach, training, and advocacy.

D.10. Stay current on industry trends, best practices, and emerging technologies related to digital public goods.

D.11. Perform other related duties as assigned.

E. Impact of Work

Describe the nature of work and range of impact of the work in terms of impact of actions/decisions. The variety of work and its impact on organizational actions or colleagues (or failure to act) should be included.

F. Work relations and contact

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G. COMPETENCIES

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Analysis, Judgement and Decision Making ; Client and Service Orientation ; Innovation and Facilitating Change ; Leadership ; Networking and Building Partnerships ; Planning and Organising ; Successful Management

G.3 Technical competencies (these will appear in the vacancy notice and only the most relevant to the post should be indicated. Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):

Strong understanding of open-source software, data, and other digital public goods.
 Familiarity with systems development methodologies, including agile and design thinking.
 Knowledge of standard, technology stacks and intellectual properties.
 Excellent communication, writing, and interpersonal skills.
 Strong project management and organizational skills, with the ability to prioritize and manage multiple tasks simultaneously.
 Ability to work independently and as part of a team.
 Strong analytical and problem-solving skills.
 Ability to work in a fast-paced and dynamic environment.

H. QUALIFICATION REQUIRED

These are minimum requirements for the work to be carried out and must not be specific to an individual. Language text is standard for the majority of ITU posts and cannot be modified. Further details can be found on the ITU intranet.

H.1 Education:

Advanced University degree in computer science, information technology, or a related field.

H.2 Experience:

At least 10 years of experience in the development and implementation of open technology innovation, or related field.

H.3 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.)

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J. Additional information regarding the post

Additional space for comments that have not been mentioned in the above sections, if any.

BDT continues to respond to significant unmet needs of ITU Membership in the area of innovation, as articulated in the Kigali Action Plan adopted at the World Telecommunication Development Conference 2022 (WTDC-22) and the Outcomes of the ITU Plenipotentiary Conference 2022 (PP-22).

BDT helps countries with policy assessment, capacity building as well as the development of projects. Through technical assistance and the development of concrete initiatives at the country level, BDT seeks to help countries build critical local enablers to lead in the changing digital environment.

To achieve this, BDT has launched a new initiative, the innovation and entrepreneurship alliance for digital development, to accelerate the achievement of the ITU-D priority “digital transformation” and corresponding outcomes:

1. Strengthened capacity of the ITU membership to integrate telecommunication/ICT innovation and digitalization in their national development agendas and to develop strategies to promote innovation initiatives, including through public, private and public-private partnerships.
2. Enhanced human and institutional capacity of the ITU membership in telecommunications/ICTs to foster digital transformation.

The Initiative will enable transformational projects, strengthen countries’ capabilities to integrate ICT innovation into national development agendas, and build human and institutional capabilities to foster digital innovation and entrepreneurship for national, regional and global impact through new partnerships and new mechanisms using a whole-of-ecosystem approach. This initiative is also aligned to the regional initiatives for innovation which exist for every region.