

6-8/2022-IR
Government of India
Ministry of Communications
Department of Telecommunications
(Recruitment Division)

Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001, Dated: 08.01.2024

Vacancy Circular

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

Applications are invited from eligible officers of Department of Telecommunications for filling up of the following posts at P5 level in ITU on Secondment basis:

S.No.	Name of the Post	Category of DoT Officers eligible for the post
i	Study Group Counsellor	ITS officers of JS and above level
ii	Senior Digital Transformation Coordinator	ITS officers of JS and above level
iii	Senior Cloud Services Expert	All DoT officers of JS and above level
iv	Senior AI and Innovation Coordinator	All DoT officers of JS and above level
v	Digital Public Good and Innovation Advisor	All DoT officers of JS and above level

2. **Tenure:** Tenure of the posts will be of 2 years which can be extended by one more year.

2 . **Eligibility:** The required qualification (Education and Experience) and other information for the specific posts are given in the respective ITU JOB DESCRIPTIONS. The applicants must have a minimum residual service of 5 year on the last date of receipt of application.

3. **Cooling off requirement:** An officer returning from a foreign assignment exceeding 180 days would not be eligible to go for a long-term assignment for a period of two years.

4. **How to apply:** The application in the format given at **Annexure-A**, complete in all respects and through-proper-channel may be submitted to the respective Cadre Controlling Authorities (CCAs). Separate application would be required if applying for more than one post.

The Applicants are also requested to fill information in the NIC-Form (https://nicforms.nic.in/nicforms_designer/nic_form_selector.php?form_id=enRhYmxINjU4ZTcyM2Q3NmEyMTIwMjMxMjI5Mg==)

or scan QR code to NIC-Form.



The CCAs will endorse the application form with necessary certificate and forward the same at email id rectt.esse-dot@gov.in. Applications submitted at any other address will not be considered.

5. **Last Date:** The last date for receipt of application from CCAs is 31.01.2024.

Encl: ITU Job Descriptions & Annexure-A

Signed by Harpreet Singh

Date: 08-01-2024 14:56:40

(Harpreet Singh)
Deputy Secretary (Recruitment)

To,

All officers of Department of Telecommunications holding post of Joint Secretary Level and above.

Copy for wide circulation to:

Member (Finance)/ Member (Services)/ DDG(C&A)
DG(Telecom)/CGCA/Wireless Advisor/Heads of TEC/NTIPRIT/NCCS/
CMD BSNL/CMD MTNL

Annexure-A

**APPLICATION PROFORMA FOR THE POST OF IN ITU ON
SECONDMENT BASIS**

1. Name :
2. Staff No. :
3. Designation :
4. Date of Birth :
5. Date of Superannuation :
6. Gender :
7. Mobile No. :
8. E-mail ID :
9. Name of the Service :
(ITS/ IP&T FAS/ IRRS)
10. Post held in substantive Grade :
(Joint Secretary level and above)
11. Educational Qualifications (Graduation onwards):



Examination Passed	University/ Institute	Subject /Discipline	Marks/Grade

Note:- Please attach self attested copy of the certificates.

12. Date of return from foreign assignment exceeding 180 days, if any:
13. Please state whether you meet eligibility criteria? Yes /No.
14. Additional Information, if any, which you would like to mention in support of your candidature for the post. [Professional training, publications, etc.]. (300 WORDS)
15. Details of employment in the chronological descending order, enclose a separate sheet.

Department/ Institution/ Organisation	Post held	From	To	Nature of duties performed

16. Details of APAR Grading (Pl enclose self-attested copies):

APAR Period	2016-17	2017-18	2018-19	2019-20	2020-21
Grade					

Note:- For No report Period /NRC etc. APAR of preceding year may be mentioned

Declaration to be signed by the Candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and no material fact/information has been suppressed or concealed there from.

Date

Signature of the Applicant

Name:

Certificate to be furnished by the Head of the Office/ Forwarding Authority

It is certified that particulars mentioned in the application are correct as per records and no vigilance/ disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last ten years (or as the case may be).

Place:

Date:

Signature
Name & Designation



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: Study Group Counsellor		
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: Study Groups Department Division/Service: Section/Unit: Other: Duty Station: Geneva, Switzerland		
A.9 Title of immediate supervisor: Chief, Study Groups Department		
A.10 Supervisor's Post No.: ST04/D1/579		A.11 Supervisor's Post Grade: D1

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.

Bilel JAMOUSSE	_____	_____
Immediate supervisor	Signature	Date
Bilel JAMOUSSE	_____	_____
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.

Within the Telecommunication Standardization Bureau (TSB), the Study Groups Department (SGD) is responsible for facilitating, managing and supporting the work of the ITU-T study groups in the development of global telecommunication standards (ITU-T Recommendations) and other documents and databases related to standardization. It provides the secretariats for the Sector's study groups, focus groups and other ad hoc groups. The Department maintains close relations with the ITU Radiocommunication and Telecommunication Development Sectors and takes part in their work as required. Likewise, it cooperates with other global standards organizations such as ISO and IEC as well as recognized industry forums and consortia.

The position Study Group Counsellor (P.5) is one of the core functions of ITU-T Secretariat, coordinating and facilitating the ITU-T standard development processes. It reports to Chief of the Study Groups Department (D.1) and has supervision of junior professional and administrative assistant staff.

Typically, with normal office environment except during Study Group meetings 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. Under supervision of the Chief of Department, a~~Assists the Chief of Department in the preparation of the 2024 World Telecommunication Standardization Assembly (WTSA-24) in tasks including:

- Preparation of briefings and presentations to support the organization of WTSA-24 regional preparatory meetings.
- Analysis and development of briefings on WTSA-24-related proposals from study groups and members submitted to TSAG and to the WTSA-24.
- Organization of content for WTSA-24 preparatory calls and coordination with the host country.
- Identifies risks and opportunities for digital transformation and resource mobilization resulting from WTSA-24 proposals and prepares respective reports and action plans for consideration of the TSB Management.
- OTHER WTSA TASKS?

~~D.1. Acts as technical expert and secretary to one or more Study Group(s), Focus Group(s) and other groups:~~

- ~~Assists the Chairmen and management teams in the running of such groups by being an active and pivotal member of the Management or Coordination Team, providing expert advice, preparing scenarios of meetings with complex agendas, taking into account competing stakeholders interests, political sensitivity, market demands and technical issues, preparing background material, organizing and conducting meetings.~~
- ~~Studies all contributions, analyses content of texts to assure appropriate cross referencing, inter study group or other coordination required, consults submitting bodies as appropriate.~~
- ~~Ensures follow up implementation of meeting conclusions (recommendations and other deliverables).~~
- ~~Prepares draft texts (recommendations, reports, questions) for consideration by the Study Groups and/or the World Telecommunication Standardization Assembly, provides input on the technical accuracy and comprehensiveness of all such texts.~~
- ~~Prepares texts approved by the study group or focus group for publication, ensuring the technical accuracy and completeness.~~

D.2. Conducts and presents the results of studies on the technical aspects of questions referred to the secretariat concerning one or more Study Group(s), Focus Group(s) and other groups; collects, analyses statistics of different nature and writes summaries and tendencies reports for consideration by the TSB Management and the ITU-T Membership.

~~D.3. Ensures coordination between the group(s) for which she/he is responsible and other groups with overlapping interests, in particular in managing the complexity of co located meetings and monitoring the links between standardization work accomplished in the different groups.~~

D.43. Identifies areas for improvement in working methods, introduces innovative processes, prepares and conducts pilot trials (e.g. holding of electronic interim meetings), analyzes results, reports on findings to the study group

or TSAG and coordinates the deployment and implementation of the new processes.

- D.54. Manages, coordinates and improves on the use of specific ITU-T tools and databases by ITU-T members and external bodies.
- D.65. Writes the technical content of the web pages and the promotional material of ~~the~~ study group(s), ~~or~~ focus groups(s) ~~or other groups assigned to her/him for which she/he is responsible~~, delivers presentations on their activities to technical as well as non-technical audiences by participating to seminars, workshops and other events. Writes technical publications and coordinates the production of ITU-T handbooks and other non-normative publications.
- D.76. Liaises with other ITU-T, ITU-R and ITU-D Study Groups and with other external Standard Developing Organizations on subjects of mutual interest, ~~as directed by the Chief of Department~~. Identifies opportunities and establishes frameworks for collaboration, interaction, ~~and~~ partnerships ~~and resource mobilization~~. Promotes and facilitates existing partnerships. Initiates cross-organization programmes in areas of common interest and in alignment with the Bureau's and the Sector's mission.
- D.87. Represents TSB/ITU-T in ad-hoc groups, working parties, committees of the Sector (TSAG, WTSA) or externally in international meetings and with other Standards Developing Organizations, acting as authoritative voice and advocate for the Bureau and ITU-T. Acts as world-class expert to give technical advice to other groups, sectors, regional and international organizations and national telecommunication administrations.
- D.98. Coordinates activities and inputs, in the groups under his/her responsibilities, towards the implementation of the WSIS ~~and WTSA~~ action plans.
- D.109. Keeps abreast of developments and advancements in telecommunications, information and communication technologies (ICT), and in the field of standardization.
- D.110. Perform other related duties as assigned.

E. Impact of Work

Describe the nature 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.

Ensures that the work of the Study Group (s) and Focus Group (s) for which the incumbent has been assigned responsibility operates efficiently and effectively thus delivering recommendations on telecommunications standards. Provision of expert technical advice to the relevant Study Group or Working Group to which the incumbent has been assigned.

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.

Incumbent works very closely with various stakeholders; ITU-T Study Group Management Team, ITU-T members and other organizations represented in the work for which the incumbent has responsibility. Works closely with relevant areas of TSB and ITU.

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.):

- Excellent knowledge of ITU-T activities, specifically ITU-T Study Groups, Focus Groups and conferences; ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives; ability to build and motivate teams and achieve effective results in alignment with TSB & ITU-T's priorities goals.
- Ability to maintain effective working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.
- Proven ability in writing policy, technical and administrative reports.

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 the field of ICTs/telecommunications, engineering, mathematics, international cooperation, business administration or international policy 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 the ICT telecommunications industry and membership-based organizations specializing in technology innovation, member engagement, community building and events, 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.

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.

Based on Post ST04/P5/278.



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 Digital Transformation Coordinator	
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: SGO Department: 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:	A.10 Supervisor's Post No.:	A.11 Supervisor's Post Grade:
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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.

Tomas Lamanuskas	_____	_____
Immediate supervisor	Signature	Date
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 International Telecommunication Union (ITU) is looking for a Senior Digital Transformation Coordinator to provide business-driven leadership and support for ITU's digital/business transformation. The incumbent will be responsible for leading the design, implementation, and oversight of ITU's digital transformation strategy, and will report to the ITU Deputy Secretary-General. The Senior Digital Transformation Coordinator will serve as the architect of the digital transformation, with deep understanding of the business, both at the strategic as well as the operational levels.

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. Provide strategic leadership for ITU's digital transformation, and act as the digital champion to the Management Team.

D.2. In close cooperation with the Head of Strategy & Planning, ensure that the Digital Transformation is user-centred and addresses change and cultural dimensions of the organization.

D.3. In close cooperation with the Secretary General's Office guide and shape policy and process changes necessary from practices, ensure digital systems reflect and enhance improved and streamlined processes.

D.4. Develop a strategic framework for a business-driven digital transformation, which outlines both the opportunities and potential risks of leveraging digital technologies for sustainable development.

D.5. Oversee the development of implementation plans (including the establishment of milestones) within tolerances agreed by the Management Team.

D.6. Manage stakeholder profiles and formulate stakeholder engagement strategies, including stakeholder maps and stakeholder engagement plans that identify the different needs and priorities of HQ groups and regions.

D.7. Engage with stakeholders and manage stakeholder expectations, including ITU Management Team, and other key stakeholders.

D.8. Promote effective collaboration and partnerships with all relevant stakeholders, ensuring that different HQ groups and regions are aware of what is required/expected from them in terms of contributions and active participation in the programme.

D.9. Manage the programme to ensure performance in the areas of finance (budget/cash flow/expenditure), work planning and resource mobilization, monitoring and evaluation (M&E), programmatic/administrative (including audit results) and procurement operations.

D.10. Build and share knowledge with regards to the development and implementation of the programme, synthesis of lessons learnt/best practices, and sound contributions to ITU Communities of Practice and knowledge management initiatives.

D.11. Provide guidance to ensure work standards are achieved, both in terms of quality and quantity of inputs/outputs processed.

D.12. Promote teamwork, collaboration and diversity by providing the programme team with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently.

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.):

- Excellent interpersonal, communication, and negotiation skills, with a proven ability to build and maintain effective relationships with stakeholders at all levels.
- Strong analytical, problem-solving, and strategic thinking skills.
- Knowledge of emerging technologies and their applications in business, and understanding of business strategy and operations.

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 or equivalent in information technology, computer science, business administration, or a

related field.

H.2 Experience:

- A minimum of 10 years of experience in digital transformation, with a demonstrated track record of success in leading complex transformation programs in large organizations.
- Proven experience in leading change management and cultural change initiatives.
- Experience in managing complex projects and programs, including budgeting, planning, and risk management.
- Experience in the UN system or a similar international organization is desirable.

H.3 Languages:

Fluency in English is essential, and knowledge of another official UN language is desirable.

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.

The ITU is an equal opportunity employer and encourages qualified women and men, including those with disabilities, to apply. The ITU offers attractive remuneration packages to its staff, including a tax-free salary, dependency allowances, health insurance, and a retirement plan. The ITU is committed to achieving workforce diversity in terms of gender, nationality, and culture.



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	<table border="1"> <tr> <td>For use of HRMD only</td> </tr> <tr> <td>Date Job Description received:</td> </tr> <tr> <td>CCOG:</td> </tr> <tr> <td>Approved Title:</td> </tr> <tr> <td>Classified Grade:</td> </tr> <tr> <td>Authorized by:</td> </tr> <tr> <td>Title:</td> </tr> <tr> <td>Date:</td> </tr> <tr> <td>Comments:</td> </tr> </table>	For use of HRMD only	Date Job Description received:	CCOG:	Approved Title:	Classified Grade:	Authorized by:	Title:	Date:	Comments:
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
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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

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.

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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.):

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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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.