



ASIA-PACIFIC TELECOMMUNITY
12/49, Soi 5, Chaengwattana Road, Bangkok 10210, Thailand

VACANCY NOTICE NO. APT/2014-03

The Asia Pacific Telecommunity (APT) is inviting applications from the competent candidates who are involved in ICT and Telecommunications in national administrations or organizations in Asia Pacific Region, to work for the APT Secretariat in Bangkok, Thailand. The details of the position are as follows:

1. **Post Title:** Director, Project Development
2. **Classification:** Level P-4
3. **Period of Appointment:** One year from the date of commencement, and extendable depending on performance and conduct
4. **Duty Station:** APT Secretariat, Bangkok, Thailand
5. **Qualifications & Experience:**
 - (a) Advanced University Degree in telecommunications, electronics or electrical engineering;
 - (b) Excellent knowledge of telecommunication policy and regulations, and other related activities;
 - (c) More than 10 years in senior positions in a national administration or an organization dealing with telecommunications and ICT in Asia Pacific Region;
 - (d) Good understanding of current development in Information and Communications Technology (ICT) in the Asia Pacific Region specially in the developing countries;
 - (e) An advantage of Ability to prepare technical papers and project documents of high standard;
 - (f) Ability to establish rapport with a wide range of people, adjusting approaches to suit different people and cultural situations;
 - (g) Computer literacy and proficiency in Microsoft Office;
 - (h) Excellent command of written and spoken English.

6. Key Purpose of the Job:

The incumbent is responsible for developing and implementing the APT work programme with a view both to strengthening its position as an effective and powerful promoter of regional telecommunications issues and, as major player in world telecommunications fora. He is also responsible for identifying new technology usages and applications which can be considered for inclusion into Work Programme.

7. Expected Tasks and Responsibilities

(i) Strategic Leadership:

- To be a proactive member of the APT Management team and provide inputs to long term planning for APT's growth and development;
- Provide strategic policy and planning advice and proposals to the Secretary General on matters relating to the implementation of the work programme.

(ii) Work Programme Development:

- Develop APT annual programme in the areas of current interest of APT members;
- Monitor new developments in telecommunications technology and its applications;
- Liaise with international organizations on a regular basis for enhancement of work programme.

(iii) Work Programme Management:

- Supervise all the activities under the work programme in order to ensure efficiently and effectiveness;
- Pay attention to members' satisfaction and concrete outcomes to be produced at all meetings and seminars.

(iv) Preparation of project documents, background papers and other analytical reports;

(v) Representing the APT in meetings organized by other organizations and at various international forums as directed by the Secretary General;

- (vi) Organize coordination meetings in major conferences and assemblies of ITU, such as Plenipotentiary Conference (PP), World Radiocommunication Conference (WRC), World Telecommunication Standardization Assembly (WTSA) and World Telecommunication Development Conference (WTDC)
- (vii) Perform such other related duties as may be assigned by the Secretary General.

8. Submission of Application:

Interested candidates are invited to submit applications along with a duly completed APT Personal History Form to APT Secretariat via email at apt-ab@apt.int not later than **28 February, 2015**.

Only the short-listed candidates will be contacted.