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INTERNATIONAL TELECOMMUNICATION UNION

STRATEGIC PLANNING & MEMBERSHIP DEPARTMENT  
CORPORATE STRATEGY DIVISION

# Planning & Management Consultant

Job description

## About

ITU (International Telecommunication Union) is the United Nations specialized agency for information and communication technologies – ICTs, allocating global radio spectrum and satellite orbits, developing the technical standards that ensure networks and technologies seamlessly interconnect, and striving to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. With the help of its membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner. In addition to 193 Member States, ITU membership includes ICT regulators, leading academic institutions and some 700 private companies. In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

ITU’s Corporate Strategy Division (CSD) of the Strategic Planning and Membership Dept. (SPM), in close collaboration with the three Bureaux of the organization (Radiocommunications, Telecommunication Standardization and Telecommunication Development) and the other departments of the General Secretariat, facilitates, coordinates and, where appropriate, conducts the work to anticipate and analyze strategic challenges and opportunities, and their implications for ITU, in the fast-evolving telecommunications/ICT environment. The work of CSD/SPM aims at ensuring appropriate and rationalized linkages of the ITU planning instruments (financial, strategic and operational plans), facilitating coordinated ITU-wide strategic and operational planning, and coordinating ITU’s performance measurement, evaluation and reporting activities.

## Scope of the position

SPM/CSD offers a 5 month consultancy for a Planning & Management Consultant to support the work of the Division on the areas of corporate planning and performance monitoring and evaluation.

The consultant will support the CSD/SPM corporate planning and management function in ensuring efficient planning, implementation and evaluation of the ITU strategic and operational plans.

The incumbent will perform the following main duties:

* Support the design and implementation of a performance measurement and reporting tool, being implemented in Tableau Software;
* Support the development of the ITU Corporate Annual Progress Report;
* Support the work of the division on performance and risk management;
* Assist the Corporate Strategy Division, on matters related to corporate planning and management, or any other related duties that may be assigned to the consultant.

## Requirements

### Academic background

* University degree in public or business administration, economics or information and communication technologies (providing that they have additional academic background or working experience related to public or business administration)
* Master’s degree or PhD would be an asset for the candidate

### Experience

* A minimum of 3 years’ of relevant experience will be required for this position

### Language skills

* Excellent knowledge of English, ability to produce high-quality documents and reports (drafting and writing). Examples of texts will be requested[[1]](#footnote-1)

### ICT skills

* Knowledge and experience in working with business intelligence tools (preferably Tableau Software)
* Excellent skills in using ICT tools for conducting research and producing documents (MS Word and Excel)

### Personal skills

* Excellent communication skills (spoken and written), including ability to articulate ideas in a clear and concise style
* Knowledge or familiarity with management of international organizations would be an advantage

## What we offer

### About the consultancy

* Location: ITU Headquarters (Geneva, Switzerland)
* Duration: 5 months, with possibility of extension until the end of 2016, based on performance
* Starting date: immediately after the acceptance of the candidate
* Salary: based on ITU’s scale for consultancies (equivalent to a P2 position), based on profile of candidate
* Team spirit and collaboration: participate in a highly dynamic, creative and energetic team

Candidates should send their CV and a motivation letter to [strategy@itu.int](mailto:strategy@itu.int).

1. A written assignment may be requested to assess the candidate’s skill. [↑](#footnote-ref-1)