## Senior Technical Officer –ICT Technical Support and Consultancy,

## Full-time.

The Commonwealth Telecommunications Organisation (CTO) is the oldest and largest Commonwealth intergovernmental organisation in the field of information and communication technologies. Although our history is traced back to 1901 with the establishment of the Pacific Cable Board, the organisation has only existed in its present form as an intergovernmental treaty organisation since 1967. With a diverse membership spanning developed and developing countries, small island developing states, the private sector and civil society, the CTO aims to become a trusted partner for sustainable development for all through ICTs.

The Technical Support and Consultancy division of the CTO provides technical support for members as well as undertake consultancy work. Consultancy is a key focus area of the CTO, developing of ICT projects and survey and research are some of the services the CTO delivers to its members.

## The Senior Technical Officer – ICT Technical Support and Consultancy will be a key position within the Technical Support and Consultancy division. For full information please see the job description.

**REQUIRED QUALIFICATION AND SKILLS**

* Educated to Degree level in engineering, telecommunications or any other ICT related subject
* Good understanding of and exposure to global ICT issues and emerging technologies
* Good written and verbal communication and interpersonal skills
* Proven ability to prioritise workload and to meet tight deadlines
* Ability to multi-task and work independently as well as in a team
* Attention to detail and highly resourceful
* Ability to maintain a high degree of responsibility, discretion and confidentiality
* Proficient in Microsoft Office applications (including Word, Excel, and PowerPoint)
* Experience working with or for an international or regional organisation is preferred

**Salary:**

Starting salary will range from £26,008p.a. to £32,908p.a. depending on the qualifications and experiences

**Benefits**

Benefits include 25 days holiday per year, contributory pension scheme.

**Application procedure**

You must be a national of a **CTO Full Member Country**

To apply, please download and complete the **application form** and send, along with your CV and covering letter to [recruitment@cto.int](mailto:recruitment@cto.int)

**Closing Date: 5 July 2019**

After probation, benefit will include: travel season ticket loan, ample support for training and development, a performance-based annual bonus, gym membership, work.

Due to the volume of applications that the CTO receives, we will contact only those who are short-listed or invited to attend an interview. If you do not hear from us within 3 weeks of the closing date, you may assume that your application has not been successful on this occasion.

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| JOB TITLE: Senior Technical Officer Division: ICT Technical Support and Consultancy Division |
| **1.JOB PURPOSE**:  To provide technical support to the ICT Manager and other CTO Departments in accordance with the needs of CTO Members and the CTO Secretariat. |
| * 1. **DEPARTMENT PURPOSE:**   The Technical Support and Consultancy Division provides technical assistance and support, develops and executes projects, undertakes research and consultancy projects for CTO Members and non-members.  The Division is an important resource for a wide range of stakeholders, including multilateral and bilateral development partners, ICT operating companies, ICT Ministries and Regulators, civil society organizations and various industry associations. |
| * 1. **WORKING RELATIONSHIPS:**   **Reporting to:** The Technical Support and Consultancy Manager.  **Posts that this job manages: None.**  **Other key relationships:** Close liaison with other CTO Departments media partners, consultants and stakeholders, and with staff in operational areas of the CTO’s activities is essential.  Working closely with CTO Members, international and regional organisations, private sector companies, media partners, external consultants and ICT stakeholders. |
| * 1. **HOURS OF WORK AND LOCATION**   **Hours of work:** 40 hours per week including one unpaid hour for lunch each day.  *Note: The incumbent shall work such additional time beyond the contractual minimum as may reasonably be required to fulfil the organisation’s work requirements. Staff Handbook #2.5.*  **Location**: 64-66 Glenthorne Road London, W6 0LR |

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| 5. MAIN RESPONSIBILITIES: (by function)   1. Identify consultancy projects that CTO has competence to bid for either alone or though collaborative efforts; 2. Develop proposals for ICT projects for which the CTO has decided to bid for; 3. Assist to identify consultants and experts that the CTO can collaborate with; 4. Participate in the execution of ICT projects; 5. Assist in various tasks necessary for the delivery of CTO ICT projects; 6. Liaise with CTO Members, international and regional organisations, private sector companies, media partners, stakeholders etc. 7. Assist in various tasks necessary for the delivery of CTO ICT projects; 8. Undertake background research, proposal development, proposal writing, data collection and survey and report writing; 9. Survey and research potential opportunities through internet search, personal consultations and interviews and informing colleagues; 10. Assist in the development of presentations and other forms of communications of the CTO, updating the CTO Technical Support and Consultancy Division micro-site in order to disseminate the organisations’ work; 11. Research various development agencies and identify opportunities, preparing and submitting concept notes and proposals; 12. Assist in all administrative tasks to ensure the smooth running of the CTO’s Technical Support and Consultancy Division; 13. Manage the timely execution of CTO projects in accordance with an agreed implementation plan and within costs; 14. Develop relationships with organisations that can assist or provide partnerships in respect of ICT projects; 15. Assist Members in the implementation of ICT activities related to the UN’s Sustainable Development Agenda: |
| * + 1. **OTHER**   Undertake any other duties in his/her speciality that may be assigned by the Secretary-General. |
| * + 1. **KEY DELIVERABLES**  1. Delivery of overall budget surplus for the organisation; 2. Signature of at least five consultancy contracts with a minimum total value of £250,000; 3. Secure funding for Development Assistance Programme up to a minimum target of £250,000; 4. To assist with the development of the associate consultancy programme. 5. Development of suitable projects; 6. Preparation and participation in CTO’s bid for ICT projects consultancies; 7. Preparation of technical and project documents; 8. Assistance to other staff members in respect of technical issues 9. Liaising with CTO Member Countries, regional and international organisations, private sector. |