



European Radiocommunications Office, Copenhagen

Spectrum Expert

Europe's 48 national frequency management administrations work together to facilitate the most effective use of the radio spectrum across the continent for a wide variety of applications which are integral to modern society, from mobile phones, to broadcasting, to medical implants, aeronautical radars, wi-fi networks, and so on: the list is very long. Technological, economic and political developments make this a time of rapid change, and the administrations are committed to making these opportunities a reality, often balancing a large number of conflicting requirements.

The ERO is here to help the administrations in their work, and this is an excellent opportunity to make a real difference at the heart of spectrum management in Europe.

You need to be able to demonstrate:

- significant experience in radiocommunications engineering;
- appropriate academic qualifications and professional recognition;
- a good understanding of how spectrum is managed and administered in different countries and regions;
- a good knowledge of the stakeholders and major players involved in spectrum management;
- understanding of the principles of spectrum engineering compatibility analysis;
- excellent analytical, diplomatic and communications skills;
- some understanding of software products such as databases and websites

We offer an excellent remuneration package and working environment in the city centre of Copenhagen. You must be prepared to spend a significant amount of time away with working group meetings throughout Europe. The working language of the office is English. Further important details of requirements, and application procedure, are given below.

Principal Responsibilities

The ERO is a small office (14 staff) and experts should be able and willing to undertake duties as required. The principal activities of the vacant post are expected to include:

- undertaking studies on spectrum management; usually with a technical emphasis but some legal and economic dimensions can also feature
- coordination of the ERO's client-facing web- and software-based services
- provide support to CEPT working groups, this support includes:
 - organisation of and active participation in meetings
 - management of associated website content
 - collection of data from national regulatory authorities and other relevant organisations
 - analysis and problem-solving of issues raised in the working group
 - drafting of reports and other working group deliverables

Requirements of the position:

- (1) Ability to adapt to and work effectively in a multicultural environment
- (2) Good interpersonal skills; ability to work effectively in, contribute to, and lead teams
- (3) Good written and oral communication skills and effective presentation skills
- (4) Good command of English in respect of oral and written comprehension, speaking and writing. Knowledge of another major European language would be an advantage
- (5) Strong self-motivation, ability to use initiative, prioritise and organise own work
- (6) Good analytical and conceptual skills
- (7) Ability to effectively chair meetings and manage projects
- (8) Familiarity with European telecommunications regulatory practices and EU communications law
- (9) Familiarity with the most common office software
- (10) Minimum of 5 years' work experience at a level of expert responsibility in a relevant field (e.g. undertaking compatibility studies)
- (11) Willingness to travel extensively as necessary
- (12) National of one of the 48 CEPT countries

Contractual

The appointment will be for four years, with possible extensions up to a maximum of eight years in total. The position comes with an attractive tax-free salary, and 30 days annual holiday. A relocation and settlement package and assistance with school fees is offered. **Details of employment terms and conditions will be contained in a contract of employment.**

Applications

Applications should be in English, accompanied by a curriculum vitae and two references. They may be sent by e-mail to the address below, to arrive no later than 28 February 2009 and should be marked “confidential” and “vacancy announcement”. Interviews for short-listed candidates are expected to be held in Copenhagen on March 26th and 27th.

Further information about the ERO can be obtained at www.ero.dk and at the address below:

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