



General Secretariat (GS)

Geneva, 21 June 2016

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 27

Subject: **Vacancy Notice No. 23D-2016/BR-TSD/EXTERNAL/D1**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 22/08/16 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 23D-2016/BR-TSD/EXTERNAL/D1**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 23D-2016/BR-TSD/EXTERNAL/D1

Date of Issue: 21 June 2016

Currently accepting applications

Applications from women are encouraged

Functions: Chief, Terrestrial Services
Department

Post Number: R4/D1/661

Deadline for Applications (23.59 Geneva
CH) : 22 August 2016

Duration of Contract: 2 years with possibility
of renewal for 2 additional years

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: D1

Organ:

The Radiocommunication Bureau (BR) is responsible for the application of the Radio Regulations and for technical and administrative support of ITU World and Regional Radiocommunication Conferences, Radiocommunication Assemblies and Study Groups. The Bureau also carries out the international regulatory processes for registration of frequency assignments and satellite orbits and assists administrations in their coordination and implementation of frequency spectrum and orbit requirements as well as in resolving cases of harmful interference. It provides the specialised technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilisation and radio system characteristics. The BR is organised into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Organization Unit:

Within the Radiocommunication Bureau, the Terrestrial Services Department (TSD) comprises three Divisions: Broadcasting Services Division (BCD), Fixed and Mobile Services Division (FMD), Terrestrial Publication and Registration Division (TPR). The Department is responsible for the application of the ITU Radio Regulations through the processing of frequency

assignments notified by ITU Member States for terrestrial services both from a regulatory and technical point of view. In addition, the Department is responsible for the application of procedures associated with World and Regional Plans. It also provides assistance to ITU Member States on frequency selection and the treatment of cases of harmful interference. It is responsible for the application of operational and administrative provisions of the Radio Regulations, including safety of life aspects of the Aeronautical and Maritime Services. The Department edits and publishes all Terrestrial data publications. TSD also carries out studies and other activities for the preparation of World and Regional Radiocommunication Conferences.

Duties / Responsibilities

Under the overall direction of the Director of the Radiocommunication Bureau, the Chief of the Terrestrial Services Department performs the following duties:

- Plans, organizes and directs the activities of the Department pertaining to the application of the Radio Regulations as well as Resolutions and Recommendations of World and Regional Radiocommunication Conferences. This includes processing of frequency assignments notified by ITU Member States, formulation of regulatory and technical findings and their publication, updating and maintenance of the Master International Frequency Register.
- Provides advice to Member States relating to efficient utilization of the radio frequency spectrum, including assistance for frequency selection and the treatment of cases of harmful interference.
- Manages the activities relating to regional allotment/assignment plans for the Broadcasting services and world/regional plans for the Aeronautical and Maritime services; directs technical examinations and provides advice to Member States and Sector Members for plan improvements.
- Directs and supervises the application of the administrative and operational provisions of the Radio Regulations including the allocation of international call sign series, Maritime Identification Digits, etc..
- Plans, directs and coordinates the participation of the staff of the Department in training or assistance sessions and world/regional spectrum management seminars aimed mainly at developing countries.
- Plans, directs and coordinates the publications program of the Radiocommunication Bureau regarding the service publications.
- Works cooperatively with other inter-governmental (UN, IMO, ICAO, etc.) and regional telecommunication organizations (CITEL, CEPT, APT, RCC, ATU, EBU, ABU, ASBU, etc.) and represents the ITU at national, regional and international level; represents the Bureau in ITU statutory committees and ITU Groups to provide assistance to specific Member States.
- Develops/directs the development of Rules of Procedure for terrestrial radio services to be approved by the Radio Regulations Board to complement the provisions of the Radio Regulations, Regional Agreements, Resolutions and Recommendations of World and Regional Radiocommunication Conferences.
- Conducts studies in preparation of World/Regional Radiocommunication Conferences and Radiocommunication Assemblies; provides authoritative advice and guidance to the Director and senior management with respect to Conference agenda items dealing with

- regulatory and technical matters; provides secretariat services to ITU conferences.
- Is actively involved in establishing the Department's requirements for automated computer tools to carry out the various terrestrial regulatory and technical procedures.
 - Maintains a registry of special international agreements among Member States.
 - Establishes draft operational plans for the Department and reports on a quarterly basis on accomplishments vis-à-vis these plans; monitors and implements decisions of World and Regional Radiocommunication Conferences, Radiocommunication Assemblies, the Radio Regulations Board and the ITU Council.
 - May be asked to undertake other responsibilities as requested by the Director or the Secretary-General.

Qualifications required

Education:

Advanced university degree in telecommunication engineering (science/engineering, electrical/electronic engineering) with some specialization in radiocommunication, or a related field OR education in 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. For internal candidates, a first university degree in one of the fields above in combination with twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least fifteen years of progressively responsible experience in the field of the post, including at least seven at the international level, in the operation of a radiocommunication service, or of a spectrum management service, including some experience in the application of the Radio Regulations. A Doctorate in a related field can be considered as a substitute for three years of working experience.

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 provisions 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.)

Competencies:

- Experience and high degree of knowledge and understanding of practical and operational aspects of the Terrestrial Services and problems of Administrations in different parts of the World.
- Thorough knowledge of the ITU Radio Regulatory activities or in areas such as radio engineering, radiowave propagation, spectrum management and radio interference calculations.
- Experience in ITU World or Regional Radiocommunication Conferences.
- Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
- Reliability and commitment to timely delivery of high quality outputs and to achieving ITU-R

goals.

- Ability to build up teams and motivate and achieve effective teamwork.
- Ability to draft and write in a clear and concise manner and to communicate effectively orally.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Proven ability to develop and maintain effective working relationships with officials and partners.
- Proficiency in relevant office computer applications.

Remuneration

Annual Salary: (Net of Tax)

183,456.- USD - 208,924.- USD without dependants

198,475.- USD - 228,018.- USD with dependants

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment