



General Secretariat (GS)

Geneva, 2 February 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 4

Subject: **Vacancy Notice No. 3P-2017/BR-TSD/EXTERNAL/P5**

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 03/04/17 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. 3P-2017/BR-TSD/EXTERNAL/P5**



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° 3P-2017/BR-TSD/EXTERNAL/P5

Date of Issue: 2 February 2017

Currently accepting applications

Applications from women are encouraged

Functions: Head, Fixed and Mobile Services
Division

Post Number: R41/P5/537

Deadline for Applications (23.59 Geneva
CH) : 3 April 2017

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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 direction of the Chief of the Terrestrial Services Department, the incumbent is responsible for the organization and management of the work of the Fixed and Mobile Services Division (FMD), and carries out the following duties:

- Directs and coordinates the activities of FMD with respect to studies required for implementation of the basic instruments of the Union (Constitution, Convention, Radio Regulations), as well as Regional and bilateral agreements.
- Directs and coordinates activities of FMD with respect to application of the procedures of the Radio Regulations and Regional agreements relating to coordination of use of the frequency spectrum, the modification of frequency plans and the relevant examination of frequency assignments with a view to ensure their international recognition, which includes:
 - examination of communications received from administrations, analysis of technical and operational information with a view to assisting in processing of this information;
 - regulatory examination, technical examination and conformity with plan examination of frequency assignment notices submitted by administrations, followed by formulation of findings and associated recommendations;
 - preparation of related administrative and technical correspondence;
 - studies in relation to the establishment of Rules of Procedure;
 - treatment of requests for assistance and specific studies such as search of frequencies;
- Coordinates the review of contributions to Study Groups within the purview of the Division and participation in the relevant Study Group meetings.
- With respect to World and Regional Radiocommunication Conferences: provides technical assistance in preparation for conferences and, participates in the Technical Secretariat of the Conference, as well as in the post-Conference work resulting from the decisions of the conferences.
- Directs the activities related to the application of the administrative and operational provisions of the Radio Regulations including the allocation of the international means for identification and the maintenance of the Global Administration Database (GLAD).
- Prepares the user requirements for computerization and participates in the development and improvement of the related systems.
- Participates in BR Seminars and when required, gives lectures in these and other seminars, conducts training programmes for officials from administrations and briefs experts in frequency management; participates in a similar way in seminars organized by

administrations.

- Plans requirements of staff training and prepares formal training requirements.
- When required, represents the BR at conferences and meetings.
- Undertakes additional duties relating to the responsibilities of the Radiocommunication Bureau.

Competencies:

- Knowledge of the activities of the ITU, particularly those of the Radiocommunication Bureau is required.
- Extensive experience in the application of the Radio Regulations.
- Experience in ITU World or Regional Radiocommunication Conferences is desirable.
- Very good knowledge of current radiocommunication technologies. Ability and willingness to stay-up-to-date with the latest radiocommunication and information technologies.
- Good knowledge of transaction processing in a database environment.
- Ability to work independently.
- Proven experience and ability to manage a unit and supervise staff.
- Ability to establish and maintain excellent relationships with officials at all levels including outside the ITU.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or related field (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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the field of Radiocommunication or spectrum management (in an Administration and/or recognized private operating agency), including at least five at the international level. 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.)

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$84,721 + post adjustment \$64,811

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>.

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