



General Secretariat (GS)

Geneva, 30 January 2014

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 177

Subject: **Vacancy Notice No. 6P-2014/BR-SSD/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 should be obliged if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 31/03/14 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.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ
Secretary-General

Annexes: **Vacancy Notice No. 6P-2014/BR-SSD/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° 6P-2014/BR-SSD/EXTERNAL/P5

Date of Issue: 30 January 2014
 Currently accepting applications

Applications from women are encouraged

Functions: Head, Space Systems Coordination
 Division

Post Number: R33/P5/536

Deadline for Applications (23.59 Geneva CH) : **31
 March 2014**

Duration of Contract: 2 years, with possibility of
 renewal for two 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 Space Services Department (SSD) is responsible for the coordination and recording procedures for space systems and earth stations. In these activities the Department deals with the capture, processing and publication of data and carries out examinations of frequency assignment notices submitted by administrations with a view to their inclusion in the formal coordination procedures or their recording in the Master International Frequency Register (MIFR). The Department is also responsible for the management of the procedures of the space related assignment or allotment Plans of the ITU and for the provision of assistance to administrations in their frequency management activities. The Department comprises three Divisions: Space Systems Coordination (SSC), Space Notification and Plans (SNP) and Space Publication and Registration (SPR).

Duties / Responsibilities

Under the general direction of the Chief of the Space Services Department, the incumbent is responsible for the organization and management of the work of the Division involving the application of the provisions of the

Radio Regulations, Resolutions, Rules of Procedure and Regional Agreements relating to the BR responsibilities in the statutory procedures relating to the use of the radio frequency spectrum and orbits used by geostationary and non-geostationary-satellite network; to this effect, he/she keeps abreast of new technologies and the changing state of the art and carries out the following duties:

- Direct and coordinate registration of frequency assignments for space radiocommunication services according to the procedures established in the Radio Regulations (RR) and related provisions of the RR and Resolutions of World or Regional Radiocommunication Conferences (WRC, RRC), as appropriate, including:
 - the examination of communications received from administrations and the analysis of the technical and operational information;
 - the examination of the characteristics of frequency assignments submitted by administrations ensuring their conformity with the Constitution and Convention, the Table of Frequency Allocations and other provisions of the RR, their conformity with the provisions relating to the coordination and request for agreement with respect to the use of the frequency assignment with the other administrations concerned;
 - the application of procedural steps specified in the RR concerning coordination, request for agreement and notification for recording of assignments in MIFR;
 - the formulation of proposed findings to be included in the Special Sections or Part II-S and III-S of the BR IFIC and preparation of related correspondence, etc., for the consideration by the Director;
 - the application of the procedures of the Radio Regulations with a view to assisting Administrations on request.
- Direct and investigate cases of harmful interference in conformity with the provisions of the Radio Regulations.
- Direct and coordinate the provision of technical assistance, studies and elements for Director's Report in preparation for World or Regional Radiocommunication Conferences; participate at those Conferences and assures implementation of their decisions.
- Initiate, direct, coordinate and/or undertake studies for the development and revision of Recommendations or Rules of procedure and similar texts applicable to space services.
- Participate in Study Groups meetings or meetings of regional organizations or groups linked to the general function of the SSD, formulating recommendations and proposals and reporting to the BR Director on follow-up action.
- Participate in seminars organized by the BR or by administrations, giving lectures, conducting training programmes for officials from administrations, briefing experts in frequency management matters.
- Direct and carry out analyses of reports concerning services within division's purview, formulating comments and recommendations.
- Liaise and coordinate with other division heads in BR Departments, other Bureaus or the General Secretariat concerning matters relating to the Division's field of activity.
- Direct officials, plan staff requirements and work priorities, taking account of the conditions laid down in BR operational plans.
- Plan and manage staff member's training requirements and evaluate the quality of their work.
- Represent the BR, as required, in international conferences and meetings of specialized agencies and international or regional organizations.
- Undertake any other duties as assigned by the Director of the BR or the Chief of the Department.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic engineering), with some specialization in radiocommunication, 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 services including at least five in satellite radiocommunication 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.)

Competencies:

- Proven experience and ability in managing a unit and supervising staff.
- Thorough knowledge of Radio Regulations.
- Experience of the ITU Radiocommunication Conferences is desirable.
- Ability to establish and maintain excellent relations with officials at all levels in and outside the ITU.

Remuneration

Annual Salary: (Net of Tax)

167,628.- USD - 203,436.- USD without dependants

180,438.- USD - 221,147.- 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