



General Secretariat (GS)

Geneva, 3 February 2014

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 179

Subject: **Vacancy Notice No. 8PROJ-2014/BDT-FIELD/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 03/03/14 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. 8PROJ-2014/BDT-FIELD/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° 8PROJ-2014/BDT-FIELD/EXTERNAL/P5

Date of Issue: 3 February 2014
 Currently accepting applications

Applications from women are encouraged

Functions: Senior Expert in Radio Frequency (RF) Planning Assigning, and Licensing

Post Number: PROJ-5017

Deadline for Applications (23.59 Geneva CH) : **3 March 2014**

Duration of Contract: 1 year

Type of Appointment: Short Term Appointment

Duty Station: Riyadh, Saudi Arabia

Grade: P5

Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Organization Unit:

Within the Telecommunication Development Bureau (BDT) of ITU, under the supervision of the Director, and in close collaboration with the other Departments of BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

Duties / Responsibilities

In collaboration with the national counterparts and other experts, the expert will perform the following duties:

- Review the existing relevant national regulations and, if necessary, propose improvements/amendments.
- Identify the current situation as regards the frequency allocation and planning, frequency assignment and licensing functionalities, and work out the future requirements in view of the advances in technology, telecommunication indicators and, if available, market surveys.
- Study the National Frequency Plan and propose viable approaches for future modifications, taking the output above into consideration in addition to modifications to the ITU Radio Regulations adopted in the latest WRC.

- Develop plans to optimize the effectiveness and efficiency of utilization of the scarce spectrum resource in the Kingdom.
- Review the existing situation as regards the following activities.
 - examination of licence application and related documents to determine the licensing eligibility of the applicant from a legal and regulatory point of view and the technical acceptability of the radio equipment proposed,
 - assigning call signs to individual stations,
 - issuing licences and collecting fees if appropriate,
 - establishing methods for administering system or network licences, as appropriate,
 - and propose improvements/amendments to increase the performance efficiency in an automated environment.
- Provide expert advice on the methodology for negotiating RF coordination locally regionally and internationally.
- Provide expertise, if required, in the EMI/EMC analysis demanded by the coordination process in particular during frequency assignment.
- Propose methods and procedures for notifying the Kingdom of Saudi Arabia's radiocommunication stations to the ITU for registration in the MIFR and for processing the entries in the ITU-R IFIC Special Sections to work out their potential effects on the Kingdom's networks and systems in accordance with the Radio Regulations and the relevant ITU-R Recommendations.
- Provide expertise to the computer support group in the application of the relevant software, as well as, the electronic exchange of data with the ITU and other administrations.
- Develop an on-the-job training plan for the national staff and train the national counterparts to take over his duties at the end of his mission.
- Perform any other tasks relevant to his expertise as may be assigned.

Qualifications required

Education:

Advanced university degree in engineering or science, with a 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, including experience managing staff, in the field of RF spectrum management acquired in a telecommunication administration or a national/international RF spectrum management environment. Working knowledge of internationally available relevant software packages and relevant ITU-R software is essential. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Fluency of English is essential. Knowledge of Arabic is an advantage.

Competencies:

- Thorough knowledge of the ITU-R activities (in particular SG1/WP 1A, WP 1 B),
- Excellent knowledge of the ITU Radiocommunication texts (The Radio Regulations, WRCs Resolutions and Recommendations, ITU-R Recommendations and Reports, National Spectrum Management, and Computer-aided Techniques for Spectrum Management Handbooks, etc.),
- Excellent communication (spoken, written, public speaking and presentations) skills,
- Advanced skills in computerized texts processing,
- Ability to work in a multi-cultural environment.

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