



## General Secretariat (GS)

Geneva, 10 March 2017

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 10**

Subject: **Vacancy Notice No. 11D-2017/BR-SSD/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 10/05/17 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. 11D-2017/BR-SSD/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° 11D-2017/BR-SSD/EXTERNAL/D1

Date of Issue: 10 March 2017

Currently accepting applications

*Applications from women are encouraged*

Functions: Chief, Space Services Department

Post Number: R3/D1/514

Deadline for Applications (23.59 Geneva CH) : 10 May 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: 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 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 overall direction of the Director of the Radiocommunication Bureau, the Chief of the Space Services Department:

- Plans, organizes and directs the activities of the Department relating to the application of the recording procedures of the Radio Regulations as well as Resolutions and Recommendations of World and Regional Radiocommunication Conferences. This includes processing of space notices submitted by Administrations, formulation of regulatory and technical findings and their publication, preparation of the related correspondence with the notifying administrations, application of the inquiry and review procedures, update and maintenance of the Master International Frequency Register.
- Manages the activities relating to assignment or allotment plans for the Fixed-satellite and Broadcasting-satellite services. This implies processing of data submitted for the modification of the plans, technical and regulatory examinations; provides advice to Administrations for plan improvements, updates and maintains the master copy of these plans (maintenance of the reference situations).
- Directs and supervises the activities relating to the international coordination of space systems as well as coordination of earth stations in relation to terrestrial services, including, as the case may be, the processing of the submitted data, regulatory and technical examination and the preparation of related publication of the special sections of the International Frequency Information Circular (IFIC) of the Bureau.
- Conducts studies and provides advice to Administrations relating to efficient utilization of the radio frequency spectrum and the geostationary satellite orbit, including assistance for regulatory and technical matters and the treatment of cases of harmful interference.
- Is responsible for the organization and participation of the staff of the Department in training or assistance sessions or spectrum management seminars aimed mainly at developing countries or satellite organizations
- Works cooperatively with other inter-governmental organizations (ICAO, IMO, UN, etc.) and regional telecommunication organizations (ABU, APT, ASMG, CEPT, CITEL, EBU, RCC, etc.) and represents the ITU at the national, regional and international levels; represents the Bureau in ITU statutory Committees and ITU Groups to provide assistance to specific Administrations.
- Directs the development of Rules of Procedure 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 for World/Regional Radiocommunication Conferences, Radiocommunication Assemblies and ITU-R Study Groups; participates in the work of the above conferences and meetings often as spokesperson for the Director, 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 responsible for the identification of requirements for new computer programs and is actively involved in establishing the Department's "user requirements" for automated computer tools to carry out the various regulatory and technical procedures.
- Establishes draft operational plans for the Department and reports on a quarterly basis on accomplishments vis a vis these plans; monitors and implements decisions of World Radiocommunication Conferences, the Radio Regulations Board and the ITU Council.
- May be asked to undertake other responsibilities as requested by the Director or the Secretary-General.

### Competencies:

- Knowledge of the ITU Radio Regulatory activities, or in areas such as radio engineering, radio wave propagation, frequency management and radio interference calculations. A reasonably detailed knowledge of those parts of the Radio Regulations related to space radiocommunication services would be an asset.
- Senior level involvement in the field of space radiocommunications would be an advantage as would experience of the ITU frequency notification process.
- Experience in ITU World or Regional Radiocommunication Conferences would be an advantage.

### Qualifications required

#### Education:

Advanced university degree in telecommunications, engineering or physics 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 telecommunications, including at least seven years' experience of frequency management relative to space communications 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 \$96,865 + post adjustment \$77,008

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

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

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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