Geneva, 6 December 2017

E-mail: erecruit@itu.int

 To the Director-General

Circular letter No. 50

Subject: **Vacancy Notice No. 52P-2017/BR-SGD/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 06/02/18 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. 52P-2017/BR-SGD/EXTERNAL/P5**

INTERNATIONAL TELECOMMUNICATION UNION

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 Nº 52P-2017/BR-SGD/EXTERNAL/P5

Date of Issue: 6 December 2017
Currently accepting applications

Applications from women are encouraged

Functions: Study Group Counsellor

Post Number: R5/P5/555

Deadline for Applications (23.59 Geneva CH) : 6 February 2018

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 Study Groups Department assists in the work of the Radiocommunication Study Groups following the Working Methods and Work Programme as adopted by the Radiocommunication Assembly.

Duties / Responsibilities

As the ITU-R specialist on subjects covered by a specified Study Group(s), the incumbent performs the following duties under the general supervision of the Chief of the Department:

- Serves as Counselor for the specified Study Group(s).
- Reviews document contributions, consults with submitting organizations as required, ensures appropriate disposition, including dissemination, of Study Group(s) or Working Party/Task Group documents. Analyses the content of texts to assure appropriate cross-reference, inter-Study Group or other coordination required, and provides assistance to the Chair of the Study Group and/or Working Party/Task Group.
- Assists the Chair of the assigned Study Group(s) and Working Parties/Task Groups in preparing, organizing and conducting meetings at the ITU headquarters in Switzerland as well as in other countries. Participates in and advises meetings of Study Group(s) and Working Parties/Task Groups serving as meeting secretary. Assures processing of conclusions for the Radiocommunication Assembly, which may include Study Group texts.
- Prepares Study Group(s) texts approved by the Radiocommunication Assembly for publication. Assumes responsibility for technical accuracy of the text; coordinates and supervises the preparation of the master manuscript and carries out technical proofreading.
- Prepares a variety of draft texts for consideration by the assigned Study Group(s), Radiocommunication Assembly as well as Sector members. Texts may range from technical Study Group work to circulars on behalf of the Director and/or Study Group Chair. Ensures the accuracy and appropriateness of final texts.
- Assures liaison with other ITU-R Study Groups, ITU-T and ITU-D Study Groups on subjects of mutual interest.

Other duties:

- Represents ITU-R and the ITU at meetings of international organizations, as required. Maintains regular contact and professional exchange on the activities of designated organizations, promotes collaboration and serves as an effective liaison. Presents technical papers and/or ITU-R information at meetings, seminars and conferences internal and external to ITU.
- Drafts technical publications and coordinates the production of handbooks.
- Participates in Bureau and ITU Sector meetings as representative of ITU-R, including handling the preparatory work for radiocommunication conferences, selection panels and statutory committees. Serves as ITU-R representative on working groups or committees of radiocommunication conferences, as requested.
- Serves as secretary for working groups, CPM committees, or for radiocommunication conferences, as required.
- Serves as expert consultant providing technical advice in the field of expertise and those of the assigned Study Group(s) to other Bureau of the Union, international organizations and administrations.

- Keeps abreast of telecommunications development, with a special emphasis on the topics of the assigned Study Group(s).
- Performs other duties as requested and required.

Competencies

- Ability to establish and maintain excellent relations with officials at all levels inside and outside the ITU.
- Ability to effectively communicate technical matters to specialised and non-specialised audiences.
- Capacity to organize work and to assess a variety of inputs from many different contributors.

Qualifications required

Education:
Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronical engineering) OR education degree from 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 radio systems and satellite communications, 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. Substantial experience in the areas of radiocommunication technology and systems covered by the ITU-R Study Groups, including associated aspects of spectrum management and frequency planning; past involvement in related international activities would be an advantage. Good knowledge of the ITU Radiocommunication Study Group work would be an asset as well as strong drafting and editing skills; experience presenting technical reports as well as a record of publishing in technical journals. Aptitude and experience in the use of word processing, spreadsheet database and web presentation software (e.g. Word, Excel, Access, SharePoint.)

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 $ 70,657

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.

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