



General Secretariat (GS)

Geneva, 16 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 67

Subject: **Vacancy Notice No. 44P-2019/BR-SGD/EXTERNAL/P4**

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 invited 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 women candidates to apply for the above position not later than 16/02/2020 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. 44P-2019/BR-SGD/EXTERNAL/P4**



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° 44P-2019/BR-SGD/EXTERNAL/P4

Date of Issue: 16 December 2019

Currently accepting applications

Applications from women are encouraged

Functions: Study Group Advisor

Post Number: R5/P4/808

Deadline for Applications (23.59 Geneva CH) :
16 February 2020

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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

Under the general supervision of the Chief, Study Groups Department, the incumbent is responsible for the support to the Counsellors performing the following duties:

- Prepares draft texts (recommendations, reports, questions, etc.) in conformity with the applications of the ITU-R Resolutions for review by the Chief of Department, for consideration by the Study Groups and/or the World Radiocommunication Conference and the Radiocommunication Assembly; analyses the resolutions.
- Provides input on the technical accuracy and comprehensiveness of all such texts.
- Presents the results of studies on the technical aspects of questions referred to the secretariat.
- Ensures liaison with other sector Study Groups on subjects of mutual interest, coordinates the activities of the study groups.
- May be called upon to give technical opinions, within the terms of reference of the Study Groups concerned, to departments of other sectors of the ITU.
- Participates in meetings of other sectors for the preparation of administrative conferences, to give advice on matters related to the Study Groups concerned.
- Assumes responsibility for the detailed accuracy and the relevance of technical opinions expressed in carrying out the duties described in points above. However, technical guidance is normally available and recommendations and proposals are reviewed by the supervisor.
- Participates, within his/her field of competence, in establishing the study cycle programmes organized with regard to the activities of the ITU-R.
- Upon request, represents the BR at meetings of international organizations. May replace a study group counsellor to external meetings.
- Keeps abreast of study and research activities in the field of telecommunications and prepares reports for study groups counsellors.
- Performs other duties as required.

Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation, and; Planning and Organizing.
- **Essential Technical Competencies:** Familiarity with international telecommunication standardization procedures; knowledge of the Radio Regulations and participation in the work of the ITU Radiocommunication Sector would be an asset. Excellent skills in writing technical and administrative reports; experience in the use of computer equipment. Knowledge of the ITU-R Study Groups work would be an advantage.

Qualifications required

Education:

Advanced university degree in a branch of ICTs/telecommunications, mathematics, international cooperation or a related field, OR education 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in the field of telecommunication technologies and services including at least three 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 \$ 72,637 + post adjustment \$ 54,914

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