



General Secretariat (GS)

Geneva, 31 July 2020

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 34**

Subject: **Vacancy Notice No. 37P-2020/BR-TSD/EXTERNAL/P3**

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 women candidates to apply for the above position not later than 30/09/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 37P-2020/BR-TSD/EXTERNAL/P3**



*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° 37P-2020/BR-TSD/EXTERNAL/P3

Date of Issue: 31 July 2020

Currently accepting applications

*Applications from women are encouraged*

Functions: Radiocommunication Engineer

Post Number: R43/P3/756

Deadline for Applications (23.59 Geneva CH) :  
30 September 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: P3

### 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 Terrestrial Services Department (TSD) comprises three Divisions: Broadcasting Services Division (BCD), Fixed and Mobile Services Division (FMD), Terrestrial Publication and Registration Division (TPR). The Department is responsible for the application of the ITU Radio Regulations through the processing of frequency assignments notified by ITU Member States for terrestrial services both from a regulatory and technical point

of view. In addition, the Department is responsible for the application of procedures associated with World and Regional Plans. It also provides assistance to ITU Member States on frequency selection and the treatment of cases of harmful interference. It is responsible for the application of operational and administrative provisions of the Radio Regulations, including safety of life aspects of the Aeronautical and Maritime Services. The Department edits and publishes all Terrestrial data publications. TSD also carries out studies and other activities for the preparation of World and Regional Radiocommunication Conferences.

### Duties / Responsibilities

Under the supervision of the Head, Service Publications Section in the Terrestrial Publication and Registration Division, the incumbent performs the following duties:

- Acts as the focal point for keeping up-to-date and enhancement of the Maritime systems and databases (MARS) in accordance with the Radio Regulations, Decisions, Resolutions and Recommendations adopted by World Radiocommunication Conferences, Radiocommunication Assemblies and ITU-R Study Groups.
- Examines and analyses current/evolving operational procedures, in relation to the radio frequency spectrum, for publication in the appropriate maritime related service publications.
- Develops specifications, validation rules and performs testing of new/revised/improved procedures, systems and databases.
- Acts as the focal point for the maintenance and updating of the regulatory content of the MARS and List of International Monitoring stations websites, prepares FAQs and coordinates the preparation of related information and material with colleagues across the section.
- Prepares statistics/reports of submissions related to stations of terrestrial services published in the List of Ship Stations and Maritime Mobile Service Identity Assignments (List V) and List of Coast Stations and Special Service Stations (List IV).
- Analyzes requests to use the ITU maritime data from Administrations, Private Companies, etc. and propose course of action in relation with other concerned ITU services. Participates in studies relating to the enhancement of the contents and distribution methods of the maritime publications.
- Follows the development of the Cospas-Sarsat system, identifies and prepares reports on issues to be addressed by the BR management regarding its activities on the protection of the band 406-406.1 MHz.
- Attends meetings and Study Groups Sessions as required. Contributes to the preparatory work for conferences, ITU-R Working Party meetings, presentation of seminars and workshops and other international fora on maritime issues.
- 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; Innovation and Facilitating Change; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of the application of the Radio Regulations dealing with the maritime service. Ability and willingness to learn and stay up to date with information technologies.

## Qualifications required

### Education:

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic) 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes. Additional education in Maritime Institutions acknowledged by the International Maritime Organization would be an advantage.

### Experience:

At least five years of progressively responsible experience in the field of radiocommunications services, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in maritime related issues and in particular Global Maritime Distress and Safety System (GMDSS). Experience in web page development would be an asset.

### 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 \$ 60'962 + post adjustment \$ 50'659

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