



General Secretariat (GS)

Geneva, 27 September 2023

E-mail: HRerecruit@itu.int

To the Director-General

**Circular letter No. 23/33**

Subject: **Vacancy Notice No. 1373P-2023/BR-SGD/EXTERNAL/P5 "Study Group Counsellor"**

Dear Madam, 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 27/11/2023 on ITU career website:**

[Study Group Counsellor \(itu.int\)](https://www.itu.int)

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,

Doreen Bogdan-Martin

Secretary-General

Annexes: **Vacancy Notice No. 1373P-2023/BR-SGD/EXTERNAL/P5 "Study Group Counsellor"**

## Job Title: Study Group Counsellor

### 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.*

## Study Group Counsellor

**Vacancy notice no:** 1373

**Sector:** BR

**Department:** SGD

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** R5/P5/1012

**Grade:** P5

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal for 2 additional years

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 27 November 2023

## ORGANIZATIONAL UNIT

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.

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 AND RESPONSIBILITIES

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

- Serves as Counsellor 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 ensure 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 the 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: 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), the Radiocommunication Assembly and Sector members, as required. 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. Keeps abreast of activities of designated organizations, and serves as an effective liaison. Presents technical papers and/or ITU-R information at meetings, seminars and conferences of other organizations.
- ◆ Drafts technical publications and coordinates the production of handbooks.
- ◆ Participates in Bureau and ITU Sector meetings as representative of ITU-R, including 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 of 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 Bureaus of the Union, international organizations and administrations.
- ◆ Keeps abreast of telecommunications and development, with special emphasis on the topics of the assigned Study Group(s).
- ◆ May be asked to perform other duties as required.

## **CORE COMPETENCIES**

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

## **FUNCTIONAL COMPETENCIES**

Analysis, Judgement and Decision Making  
Client and Service Orientation  
Leadership  
Networking and Building Partnerships  
Planning and Organising  
Successful Management

## **TECHNICAL COMPETENCIES**

Knowledge of regulatory frameworks, with focus on specific evaluation procedures applicable to terrestrial and satellite radio services process such as IMT.

Good knowledge of the ITU Radiocommunication Study Group work would be an asset as well as strong drafting and editing skills.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic 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. Experience presenting technical reports as well as a record of publishing in technical journals. 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).

## **BENEFITS AND ENTITLEMENTS**

### **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 \$ 92,731 + post adjustment \$ 78,636

Other allowances and benefits subject to specific terms of appointment, please refer to:

<https://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

## **INFORMATION ON RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

***ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.***