



General Secretariat (GS)

Geneva, 26 April 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/21

Subject: **VACANCY NOTICE No. 1600P-2024/BR-SNP/EXTERNAL/P3 "Radiocommunication Engineer"**

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 25/06/2024 on ITU career website:

Radiocommunication Engineer (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. 1600P-2024/BR-SNP/EXTERNAL/P3 "Radiocommunication Engineer"**

Job Title: Radiocommunication Engineer

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.

Radiocommunication Engineer

Vacancy notice no: 1600

Sector: BR

Department: SSD

Country of contract: Switzerland

Duty station: Geneva

Position number: R31/P3/526

Grade: P3

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 25 June 2024

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 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 AND RESPONSIBILITIES

Under the supervision of the Head of the Space Notification and Plans Division (SNP), the incumbent will perform the following duties:

- Participate in the studies and examinations in relation with the use of the radio frequency spectrum and the geostationary as well as non-geostationary orbit.
- Analyse technical and operational data contained in frequency assignment notices, regulatory and technical examination relating to the administrative due diligence information, the coordination, the notification and Plan modification/conversion of space related assignments/allotments.

- Formulate Findings and associated recommendations. Review the Master International Frequency Register (MIFR).
- Participate in the identification of requirements for software development, establishment of the technical criteria and calculation methods.
- Provide special assistance to Administrations concerning the use of frequencies and orbits by Radiocommunication space related services for which the Division is responsible.
- Participate, as required, in the preparatory work for World Radiocommunication Conferences and Radiocommunication Assemblies. Participate as required in BR Seminars and other training programs.
- Provide assistance to the Head of Division in the implementation of decisions of conferences and meetings within the purview of the duties of the Division, conducting analytical studies of decisions of Radiocommunication conferences and preparation of BR circular-letters to Administrations outlining action to be taken by Administrations concerning such matters.
- Perform other related duties as assigned.

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
 Innovation and Facilitating Change
 Planning and Organising

TECHNICAL COMPETENCIES

- Knowledge of and ability to use computer applications specific to scientific and engineering fields.
- Ability and willingness to learn and stay up-to-date with radiocommunication and information technologies.
- Knowledge of the ITU Radio Regulations and its application to Radiocommunication services.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications/radiocommunications engineering or a related field (science/engineering, electrical/electronic engineering), 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 seven years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

At least five years of progressively responsible experience in the field of satellite communications including frequency spectrum management and/or satellite frequency coordination with at least two at the international level. A Doctorate in related field can be considered as a substitute for two years of working experience. Experience in software development and knowledge of databases would be an advantage.

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 \$ 64,121 + post adjustment \$ 54,375

Other allowances and benefits subject to specific terms of appointment, please refer to:
https://jobs.itu.int/content/What-we-offer/?locale=en_US

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.