



General Secretariat (GS)

Geneva, 8 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 24/24

Subject: **VACANCY NOTICE No. 1610D-2024/BR/EXTERNAL/D2 "Deputy to the Director, BR and Chief of Department, IAP"**

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 08/07/2024 on ITU career website:

[Deputy to the Director, BR and Chief of department, IAP \(itu.int\)](#)

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. 1610D-2024/BR/EXTERNAL/D2 "Deputy to the Director, BR and Chief of Department, IAP"**

Job Title: Deputy to the Director, BR and Chief of Department, IAP

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.

Deputy to the Director, BR and Chief of Department, IAP

Vacancy notice no: 1610

Sector: BR

Department:

Country of contract: Switzerland

Duty station: Geneva

Position number: R2/D2/445

Grade: D2

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 8 July 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.

The Informatics, Administration and Publications Department (IAP) comprises of three Divisions: Space Applications Software (SAS), Terrestrial Applications Software (TAS) and Business Operations and Planning Division (BOP). The Department is responsible for the development and maintenance of software and related tools used by the BR as well as software adapted for national frequency management units, providing the necessary user support for the areas concerned. It carries out studies related to policies for the technologies to be used for the information and computational systems within the BR and with administrations in the fields of management of the radio frequency spectrum and the various satellite orbits. The Department is responsible for BR editing and publications, as well as promotion, membership, capacity-building and seminar/workshop organization activities. The Department is also responsible for interfacing with General Secretariat departments for financial and human resources management for the BR, including the preparation of the operational and financial plans, and the budget, as well as provides organisational support for conferences and meetings.

DUTIES AND RESPONSIBILITIES

Within the Radiocommunication Bureau of ITU, the Deputy to the Director, BR and Chief IAP reports to the Director of the Bureau. In his/her capacity as Deputy to the Director he/she assists and advises the Director in the direction and management of the Bureau. In his/her capacity of Chief of Department IAP, he/she serves as leader and role model and takes ownership for all responsibilities and delivers outputs within prescribed time, cost and quality standards related to the mandate of the IAP Department. He/she operates in compliance with

organizational regulations and rules and takes responsibilities towards the successful achievement of delegated assignments. To this extent, the incumbent performs the following duties:

- Assists and advises the Director in the direction and management of the Bureau; in particular, reviews the Bureau's Quarterly Reports against their stated objectives and advises on necessary action to be taken; is responsible for conference preparations, acting as secretary to Radiocommunication Conferences; monitors the implementation of decisions emanating from the Council, the Plenipotentiary Conference, World Radiocommunication Conferences, the Radiocommunication Assembly, Radio Regulations Board, Radiocommunication Advisory Group and other official bodies; advises the Director on all questions related to personnel and financial management of the Bureau; prepares draft ITU-R input to the ITU strategic plan and develop the four-year operational plan; acts for the Director of the Radiocommunication Bureau in his absence.
- Prepares meetings of and acts as Executive Secretary to the Radiocommunication Advisory Group involved in developing sectorial working methods, work programmes, study group structures, cooperation with other Sectors and outside organizations, strategic planning for the Sector, involving the Member States and Sector Members of the Union and prepares appropriate input documentation relating to the above issues.
- Represents the Bureau and the Director at meetings inside the organization and represents the Director, the Bureau and the ITU at conferences and meetings outside the organization as required.
- Oversees and undertakes activities to achieve the BR objectives in gender equity, equality, and parity, including support the Network of Women for WRC-x, and implement Resolution ITU-R 72 (Dubai, 2023).
- In his/her capacity as Chief of the Informatics, Administration and Publications Department he/she is responsible for the organization and direction of the work performed by the Department and, in particular, plans, coordinates, monitors and evaluates work.
- Leads the services provided in the field of administration, publications, strategic communications, promotion, membership, human resources, project management and BR Registry.
- Leads the development, maintenance and support of major software packages used by the BR for the processing of space and terrestrial frequency assignment notifications.
- Leads the review and update of technologies used for internal operations as well as the interface with Administrations and other Sector members such as electronic publications, information handling; ensure the application of the Rules of Procedure and participation in the approval of findings based on these rules.
- Oversees the assistance provided to Member States and Sector Members in frequency management procedures including the use of computers.
- Co-ordinates and cooperates with ITU Regional Offices in the delivery of Regional Radiocommunication Seminars (RRS) and other BR seminars, workshops, and capacity-building events.
- Carries out any other tasks assigned by the Director.

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
Innovation and Facilitating Change
Leadership
Networking and Building Partnerships
Planning and Organising
Successful Management

TECHNICAL COMPETENCIES

- Extensive knowledge of ITU activities, more especially ITU-R Study Groups and conferences.

- Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives.
- Ability to build up and motivate teams and achieve effective teamwork towards a timely delivery of high-quality outputs to accomplish ITU-R goals.
- Aptitude to manage software development teams.
- Excellent negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications, economics, law or administration 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least twenty years of progressively responsible experience in radiocommunication with sound information technology background including some years in a senior position and extensive management experience including at least ten 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 provision 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 \$ 117,280 + post adjustment \$ 99,453

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.