



General Secretariat (GS)

Geneva, 31 May 2024

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 24/29**

Subject: **VACANCY NOTICE No. 1615P-2024/BR-SSD/EXTERNAL/P5 “Head, Uncoordinated Space Systems Division (USS)”**

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 31/07/2024 on ITU career website:**

**[Head, Uncoordinated Space Systems Division \(USS\) \(itu.int\)](#)**

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. 1615P-2024/BR-SSD/EXTERNAL/P5 “Head, Uncoordinated Space Systems Division (USS)”**

# Job Title: Head, Uncoordinated Space Systems Division (USS)

## 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.*

## Head, Uncoordinated Space Systems Division (USS)

**Vacancy notice no:** 1615

**Sector:** BR

**Department:** SSD

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** R33/P5/536

**Grade:** P5

**Type of contract:** Fixed-term

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

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 31 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.

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 Chief, Space Services Department, the Head of Uncoordinated Space Systems Division serves as a leader for the team of the Division and provides cutting edge and authoritative expertise for all assigned responsibilities within prescribed time, cost and quality standards and foster collaborative spirit and cooperation to achieve results. The responsibilities involve the application of the provisions of the Radio Regulations, Resolutions, Rules of Procedure and Regional Agreements relating to the BR responsibilities in the statutory procedures and the use of the radio frequency spectrum and orbits used by geostationary and non-geostationary satellite networks. To this extent, the incumbent will perform the following duties:

- Lead and provide strategic guidance to the team; establish objectives; identify training requirements and evaluate their performance; plan the work priorities and staffing requirements of the Division, taking account of the BR operational plans.
- Lead and coordinate registration of frequency assignments for space radiocommunication services according to the procedures established in the Radio Regulations (RR) and related provisions of the RR and Resolutions of World or Regional Radiocommunication Conferences (WRC, RRC), as appropriate, including:
  - Data management, verification and validation of submitted filing information of satellite systems not subject to coordination under Article 9 of the Radio Regulations, and associated graphical information to be published using the Radiocommunication Bureau Space Network System (SNS), Graphical Interference Management System (GIMS) and associated correspondence; and follow-up actions with administrations.
  - Establishment and maintenance of electronic folders for the satellite network transactions and the associated files.
  - Carrying out regulatory and technical examination of the frequency assignments, ensuring their conformity with the ITU Constitution, Convention and the RR.
  - Formulation of proposed findings to be included in the Radiocommunication Bureau International Frequency Information Circular (BR IFIC Space services) and preparation of related correspondence.
  - Consolidation, capture and publication in Parts and special sections of the BR IFIC (Space services) of the findings following technical and regulatory examination.
- Lead and coordinate registration of frequency assignments for earth stations and radio astronomy stations according to the procedures established in the RR and Resolutions of World or Regional Radiocommunication Conferences (WRC, RRC), as appropriate, including:
  - Data management, verification and validation of submitted filing information and associated correspondence and follow-up actions with administrations.
  - Regulatory and technical examination of the frequency assignments ensuring their conformity with the ITU Constitution, Convention and the Radio Regulations (RR).
  - Formulation of proposed findings to be included in the BR IFIC (Space services) and preparation of related correspondence.
  - Consolidation, capture and publication in Parts and special sections of the BR IFIC (Space services) of the findings following technical and regulatory examination.
- Lead the treatment of requests for assistance from administrations of ITU Member States in accordance with the procedures of the Radio Regulations.
- Lead and coordinate the provision of technical assistance, studies and elements for Director's Report in preparation for World or Regional Radiocommunication Conferences as well as for meetings of the Radio Regulations Board; participate at those Conferences and meetings and assures implementation of their decisions.
- Initiate, direct, coordinate and/or undertake studies for the development and revision of Recommendations or Rules of procedure and similar texts applicable to space services.
- Participate in Study Groups meetings or meetings of regional organizations or groups linked to the general function of the SSD, formulating recommendations and proposals and reporting to the Chief, SSD and the BR Director on follow-up actions; represent the BR, as required, in international conferences and meetings of specialized agencies and international regional organizations; participate in seminars organized by the BR or by administrations, giving lectures, conducting training programmes for officials from administrations, briefing experts in frequency management.
- Keep abreast of new technologies and the changing state of the art.
- Liaise and coordinate with other division heads in BR Departments, other Bureaus or the General Secretariat concerning matters relating to the Division's field of activity.
- Undertake any other duties as assigned by the Director of the BR and the Chief of the Department.

## **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

- Thorough knowledge of Radio Regulations.
- Ability to establish and maintain excellent relations with officials at all levels in and outside the ITU.

## QUALIFICATIONS REQUIRED

### Education:

Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), including a radiocommunication curriculum, 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 above-mentioned fields. 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 the field of radiocommunication services and satellite radiocommunication 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. Proven experience and ability in managing and supervising a team. Experience of the ITU Radiocommunication conferences is desirable.

### 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 \$ 79,656

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

[https://jobs.itu.int/content/What-we-offer/?locale=en\\_US](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.***