



The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.

ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.

The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.

VACANCY NOTICE No. P32-2010

Date of issue: 15 June 2010 Deadline for applications: 16 August 2010	Applications from women are encouraged
Functions: Systems Analyst/Database Administrator	Post number: R23/P4/470
Type of appointment*: Fixed-Term for two years	Date of entry: As soon as possible
Grade: P.4	Duty station: ITU Headquarters, Geneva, Switzerland

Bureau

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 Group Department.

Organizational Unit

The Informatics, Administration and Publications Department (IAP) comprises five Divisions: Space Administrative Software (SAS), Space Technical Software (STS), Terrestrial Applications Software (TAS), Administration Division (ADM) and the Text Editing and Publications Division (EDP). It is responsible for the development and maintenance of all software used by the BR as well as software adapted for national frequency management units. It provides the necessary user support for the areas concerned. Studies are also carried out related to policies for the technologies to be used for the information handling 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 personnel and budget control for the BR. It is also responsible for all BR text publications.

Duties / Responsibilities

In the Informatics, Administration and Publications Department, under the supervision of the Head of the Space Administrative Software Division, the incumbent carries out the following duties:

- Perform data analysis, design, implementation, maintenance and administration of relational databases.
- Analyze user requirements and prepare system requirement specifications.

* The type and duration of appointment for internal candidates will depend on their contractual status.

- Design, develop and test systems and programs in the environment of relational databases and PC-based on-line application systems.
- Develop, maintain and update software documentation.
- Train users/prepare user manuals related to software developed and computer support to internal and external users.
- Maintain software.
- Prepare progress reports and problem-analysis reports for management-review purposes.
- Participate in work co-ordination and liaison with other staff concerned.
- May be required to participate in international conferences and meetings and to perform other tasks as necessary.

Qualifications required

- Advanced university degree in computer science, engineering, mathematics, telecommunications or a related field (science/engineering, electrical/electronic engineering), 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.
- At least seven years of progressively responsible experience in the field of database administration, including at least three at the international level.
A Doctorate in a related field can be considered as a substitute for three years of working experience.
- Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and good knowledge of a second official language. 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.)

Competencies

- Ability to draft working documents and reports.
- Knowledge of transaction processing in a database environment, with experience in a client-server context using relational databases.
- Thorough knowledge of programming in a PC environment, in particular of applications in the MS-Windows environment using VB.NET/C# and/or Visual C++ programming language.
- Experience in WEB application design and development using ASP.NET is an advantage.
- Knowledge of shell scripting in a LINUX environment is an advantage.
- Ability to work in a team and good inter-personal communications.

Conditions of employment

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US \$ 117,513 to US \$ 153,305 (with dependents) or US \$ 109,429 to US \$ 141,805 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following [link](#)

How to apply

External applicants are requested to submit their application with a completed ITU Personal History Form (PHF), available on the ITU Web Site, to the Human Resources Policies Division. **Any application submitted without the ITU PHF will not be considered.**

Additional Information

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
 - 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 insufficiently represented in the staffing of the Union.
 - Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1187 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.

- The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION



The ITU is a smoke-free environment