



## General Secretariat (GS)

Geneva, 5 May 2017

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 16**

Subject: **Vacancy Notice No. 20P-2017/BR-SSD/EXTERNAL/P5**

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 woman candidates to apply for the above position not later than 05/07/17 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 20P-2017/BR-SSD/EXTERNAL/P5**



*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. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.*

## VACANCY NOTICE N° 20P-2017/BR-SSD/EXTERNAL/P5

Date of Issue: 5 May 2017

Currently accepting applications

*Applications from women are encouraged*

Functions: Head, Space Publication and  
Registration Division

Post Number: R32/P5/535

Deadline for Applications (23.59 Geneva  
CH) : 5 July 2017

Duration of Contract: 2 years with possibility  
of renewal for 2 additional years

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: P5

### Organ:

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.

### Organization Unit:

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 / Responsibilities

Under the general direction of the Chief of the Space Services Department (SSD), Radiocommunication Bureau (BR), the incumbent is responsible for the organization and management of the work of the Space Publication and Registration Division (SPR) involving 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 on the use of frequency spectrum and the geostationary and non-geostationary orbits. To this effect, he/she keeps abreast of new technologies and the changing state of the art and carries out the following duties:

- Direct and coordinate registration of frequency assignments for space radiocommunication services according to established procedures and related provisions of the Radio Regulations including:
  - data management, verification and validation of submitted filing information to be published using the Radiocommunication Bureau Space Network System (SNS) and other computer-assisted systems and associated correspondence and follow-up actions with administrations;
  - data capture, validation and maintenance of graphical information using the Radiocommunication Bureau Graphical Interference Management System (GIMS), and associated correspondence and follow-up actions with administrations;
  - establishment and maintenance of folders for the satellite network transactions and the associated files;
  - treatment and publication of advance publication information (API) for satellite networks and systems;
  - consolidation, capture, and publication in the Radiocommunication Bureau International Frequency Information Circular (BR IFIC Space Services) of the findings following technical and regulatory examination by relevant Divisions; follow-up of notices and updating of the Master International Frequency Register (MIFR);
  - preparation, publication and dispatch to Administrations of:
    - Circular Telefaxes and other communications concerning published special Sections;
    - Space Services information in the International Frequency List (IFL), the space radiocommunications stations on DVD (SRS on DVD), the ITU Web Site, BR IFIC (Space Services) including its Parts, Special Sections, Space Network List, BR Circular Letters, Preface to the IFL and update editions of Plans;
  - assistance to administrations on request in accordance with the Radio Regulations

procedure.

- Consolidate publications included in BR IFIC Space Services.
- Management of all activities related to Cost Recovery for Space Service publications.
- Monitor the performance of the various computer systems from the user point-of-view, and propose and coordinate within SSD modification/improvement/upgrade of these systems.
- Initiate, direct, coordinate and/or undertake studies for the development and revisions of BR technical standards, recommendations or rules of procedures and similar texts applicable to space services.
- Participate in Study Group meetings or meetings of regional organisation or groups linked to the general function of SSD, formulating recommendations and proposals and reporting to Chief SSD and BR Director on follow-up actions.
- Manage the work of the Division's staff members, establishing objectives, providing guidance, identifying training requirements and evaluating their performance.
- Liaise and coordinate with Heads of other Divisions in BR Departments or the General Secretariat in matters relating to the Division's field of activity.
- Participate in seminars organised by the BR or by administrations, giving lectures, conducting training programmes for officials from administrations and briefing experts in frequency management matters.
- Undertake any other duties as assigned by the Director of the BR and the Chief of SSD.

#### Competencies:

- Proven experience and ability in managing a unit and supervising staff.
- Thorough knowledge of Radio Regulations.
- Experience of the ITU Radiocommunication Conferences is desirable.
- Ability to establish and maintain excellent relationships with officials at all level and outside the ITU.

#### Qualifications required

##### Education:

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic engineering), with some specialization in radiocommunication, 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 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 a telecommunications organization, including at least five years' experience of frequency management relating to the radio or space communications 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 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.)

Additional Information:

**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 \$ 84,721 + post adjustment \$ 68,709

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment