



General Secretariat (GS)

Geneva, 25 January 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 4

Subject: **Vacancy Notice No. 4P-2018/BR-TSD/EXTERNAL/P4**

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 25/03/18 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. 4P-2018/BR-TSD/EXTERNAL/P4**



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° 4P-2018/BR-TSD/EXTERNAL/P4

Date of Issue: 25 January 2018
Currently accepting applications

Applications from women are encouraged

Functions: Head, Service Publications Section

Post Number: R43/P4/217

Deadline for Applications (23.59 Geneva CH) : 25 March 2018

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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 Terrestrial Services Department (TSD) comprises three Divisions: Broadcasting Services Division (BCD), Fixed and Mobile Services Division (FMD), Terrestrial Publication and Registration Division (TPR). The Department is responsible

for the application of the ITU Radio Regulations through the processing of frequency assignments notified by ITU Member States for terrestrial services both from a regulatory and technical point of view. In addition, the Department is responsible for the application of procedures associated with World and Regional Plans. It also provides assistance to ITU Member States on frequency selection and the treatment of cases of harmful interference. It is responsible for the application of operational and administrative provisions of the Radio Regulations, including safety of life aspects of the Aeronautical and Maritime Services. The Department edits and publishes all Terrestrial data publications. TSD also carries out studies and other activities for the preparation of World and Regional Radiocommunication Conferences.

Duties / Responsibilities

In the Terrestrial Services Department and under the direction of the Head of the Terrestrial Registration and Publication Division (TPR), in connection with the publication, exchange and coordination of the information essential for the operational and planning of various public radiocommunications services, the incumbent is responsible for carrying out the tasks assigned to the Radiocommunication Bureau which relate to the preparation of the prescribed Service Publications.

The incumbent is responsible for the planning, coordination, management, control and supervision of all activities of the Section including:

- Analyzing and interpreting regulations and decisions, concerning essentially maritime issues, adopted by Radiocommunication Conferences and Assemblies of the Radiocommunication and Standardization Bureaus, to ascertain their implications for the work of the Section.
- Organizing the work arising from such interpretation, in particular with respect to its impact on the compilation and control of data issued in the ITU Service Publications and the ITU Maritime website (MARS).
- Planning and implementing processes for the optimization and cost effective utilization of Electronic Data Processing (EDP) and Desktop publication facilities for the preparation of Service Publications. Continuously monitoring the in-house possibilities and optimizing their use as well as that of outside printers.
- Investigating the possible consolidation of Service Publications, through the use of electronic media with a view to providing optimal user satisfaction.
- Preparing in definitive form all correspondence and reports originating in the Section.
- Conducting studies and collaborating in miscellaneous preparatory work for conferences and meetings of the Union, and sessions of the Council on questions related to radiocommunications as applied in particular to the maritime services (operational and administrative matters).
- Participating, as and when required, in the work of conferences, meetings, seminars and study/working groups and providing secretarial support as applicable, in particular to those dedicated to radiocommunications as applied to the maritime services.
- Cooperating with the Standardization Bureau and with other international organizations that participate in the work of the Union concerning maritime services.
- Keeping abreast of developments in public telecommunications, particularly with respect to operational, regulatory and administrative matters related to maritime

radiocommunications, with a view of ascertaining possible implications for the work of the Section, and preparation of reports thereon.

- Representing the Bureau, as and when required, at meetings of the Union and of other international organizations, in particular with respect to matters relating to maritime services.
- Performing any other duties as required to assist the Head of the Division.

Competencies

- Ability to plan, prioritize, organize, delegate work and be results focused.
- Sense of leadership.
- Ability to establish and maintain working relations at the highest level both within the organization and with external counterparts.
- Ability to clearly and effectively communicate ideas, orally and in writing.

Qualifications required

Education:

Advanced university degree in telecommunication engineering (science/engineering, electrical/electronic engineering) with some specialization in radiocommunications 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 ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in the field of the post, including at least three years at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Good knowledge of the ITU activities related to maritime issues is required. Experience in the application of the Radio Regulations as well as using relational databases in a client/server architecture are required. Participation in ITU World Radiocommunication Conferences and/or international meetings concerning maritime matters would be an asset.

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 \$ 70,647 + post adjustment \$ 58,425

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

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

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