



General Secretariat (GS)

Geneva, 20 February 2018

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 18/14

Subject: **Vacancy Notice No. 9D-2018/BR-SGD/EXTERNAL/D1**

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 22/04/18 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. 9D-2018/BR-SGD/EXTERNAL/D1**



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° 9D-2018/BR-SGD/EXTERNAL/D1

Date of Issue: 20 February 2018

Currently accepting applications

Applications from women are encouraged

Functions: Chief, Study Groups Department

Post Number: R5/D1/547

Deadline for Applications (23.59 Geneva CH) :
22 April 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: D1

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 Study Groups Department assists in the work of the Radiocommunication Study Groups following the Working Methods and Work Programme as adopted by the Radiocommunication Assembly.

Duties / Responsibilities

Under the overall direction of the Director of the Radiocommunication Bureau, the Chief of the Study Groups Department, the incumbent performs the following duties:

- Leads and determines the activities of the Radiocommunication Study Groups, related Working Parties and Task Groups, the Coordination Committee for Vocabulary (CCV) and the Conference Preparatory Meetings (CPMs) as well as of the concerned technical secretariat including Counsellors, Assistants, editorial and other support staff. Monitors the work of the Study Groups, the CCV and the CPMs in close cooperation with the responsible international Chair and Vice-Chair.
- Participates in the strategic discussions and preparation of the BR budget as regards the Study Groups, the CCV and the CPMs and related Secretariat and ensures, in consultation with the Chairs, that activities are carried out in compliance with allocated budget.
- Coordinates Study Groups, CCV and CPM activities with those of the other Departments of the Radiocommunication Bureau and with the Radiocommunication Advisory Group (RAG), the Study Groups of the Telecommunication Standardization Sector (ITU-T) and the Telecommunication Development Sector (ITU-D) and their Advisory Groups. Provides expert guidance and inputs to the work of the ITU-T and ITU-D Study Groups of interest to the Radiocommunication Sector.
- Coordinates relations and activities with the Telecommunication Standardization Sector and the Telecommunication Development Sector, as well as with external organizations such as the IEC, ISO, regional and world broadcasting unions, scientific and engineering societies. Negotiates cooperation agreements between the ITU-R and other standard setting bodies in accordance with Resolutions of the Radiocommunication Assembly.
- Coordinates and oversees the Study Groups Department's support of Conference Preparatory Meetings and acts as Head of the Secretariat for Radiocommunication Assemblies.
- Develops and presents technical papers and reports on the activities of the Study Groups and related groups at ITU conferences, meetings, forum activities, and publications; and for presentation to external technical and professional meetings, conferences and seminars, participates whenever possible in such activities in order to present the work of the Study Groups to as wide a professional audience as possible.
- Serves as BR spokesperson at World Conferences, World Telecommunication Standardization Assemblies, World Telecommunication Development Conferences and meetings of the Radiocommunication Advisory Group (RAG), the Telecommunication Standardization Advisory Group (TSAG) and the Telecommunication Development Advisory Group (TDAG). Represents ITU-R upon designation by the Director.
- May be assigned other responsibilities if required.

Competencies

- Excellent oral and written communication skills.
- Ability to build alliances, maintain excellent relations with officials at all levels inside and outside the ITU and lead groups toward consensus.
- Ability to lead and inspire a team and determine strategic priorities.

Qualifications required

Education:

Advanced university degree in telecommunications engineering or science (engineering/electrical/electronic engineering) 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 above fields in combination with twenty years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purpose.

Experience:

At least fifteen years of progressively responsible experience in a field of telecommunications, including at least seven at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Substantial experience in technical areas of the radiocommunication sector particularly in broadcasting and/or spectrum management and/or scientific radio services and/or space services and an established reputation in that (these) area(s). Experience in the work of the ITU-R Study Groups and related groups and in radiocommunication standardization activities in other international bodies as well as a record of publication in technical journals 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 \$ 96,865 + post adjustment \$ 80,107

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