



## General Secretariat (GS)

Geneva, 4 November 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 52**

Subject: **Vacancy Notice No. 33P-2019/BR-TSD/EXTERNAL/P3**

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 05/01/2020 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. 33P-2019/BR-TSD/EXTERNAL/P3**

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*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° 33P-2019/BR-TSD/EXTERNAL/P3

Date of Issue: 4 November 2019 **Currently accepting applications**

*Applications from women are encouraged*

Functions: Technical Officer

Post Number: R43/P3/219

Deadline for Applications (23.59 Geneva CH) : **5 January 2020**

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

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P3

#### 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

Under the supervision of the Head, Service Publications Section within the Terrestrial Publication and Registration Division (TPR), the incumbent performs the following duties:

- Supervises the team responsible for the registration, verification/validation of notifications and the publication of related ITU Service Publications in order to ensure consistency and timeliness in the delivery of the service and the accurate update of related registers and database(s) for the publication of prescribed Maritime Service Publications, Operational Bulletins, and other documents.
- Analyzes new revised Radio Regulations, Decisions, Resolutions and Recommendations adopted by the WRC, RAs or WTSAs to determine their impact on current activities, makes proposals to enhance procedures, processes and systems and develops implementation plans and timelines for the introduction of new, revised procedures, processes, and systems.
- Analyzes, designs and prepares modifications required to the maritime services databases including: coordinating the implementation of these changes in collaboration with the IS Department and ensuring that the Maritime mobile Access and Retrieval System (MARS) is updated accordingly; developing/adapting templates to modify the form and content of the ITU Service Publications; preparing the documentation to inform Member States of the changes.
- Conducts critical scrutiny of notifications in order to identify inconsistencies and/or anomalies, takes action to resolve them and contacts Administrations to resolve problems and/or clarify requirements.
- Conducts final review prior to publication, coordinates with ITU service areas for timely translation/publication services and takes action to resolve delays and/or other problems.
- Participates in development of proposals on the improvement of the format, content and means of Maritime Service publications to make them more user-friendly and better corresponding to the needs of the Membership.
- Analyzes contributions, received for Radiocommunication conferences, meetings, workshops and seminars, etc., and prepares recommendations and proposals for management.
- Contributes to special projects/studies focusing on radiocommunications and maritime mobile services in preparing documents required for conferences and meetings and drafts proposals for management.
- Attends internal meetings related to the field of the post and liaises with external stakeholders in order to provide information and share best practice.

- Performs any other duties that may be required for the success of the team's work.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of operational management of coast or ship stations, including the application of the relevant maritime regulatory and operational procedures. Good knowledge of the maritime publications, both of ITU and IMO. Expertise in the planning and implementation of new operational procedures and changes in data processing systems would be an advantage.

## Qualifications required

### Education:

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

### Experience:

At least five years of progressively responsible experience in the field of radiocommunications services at the national level, including at least two at the international level. Experience working in the field of maritime services involving the operational application of the Radio Regulations and Global Maritime Distress and Safety System (GMDSS). Experience in the processing of data and other information using relational databases. A Doctorate in a related field can be considered as a substitute for two 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 \$ 60,233 + post adjustment \$ 46,199

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**



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