



General Secretariat (GS)

Geneva, 28 July 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/34

Subject: **VACANCY NOTICE No. 2103P-2025/BR-TSD/EXTERNAL/P3 "Radiocommunication Engineer"**

Dear Madam, 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 29/09/2025 on ITU career website:

[Radiocommunication Engineer](#)

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;".

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 2103P-2025/BR-TSD/EXTERNAL/P3 "Radiocommunication Engineer"**

Job Title: Radiocommunication Engineer

INTERNATIONAL TELECOMMUNICATION UNION

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.

Radiocommunication Engineer

Vacancy notice no: 2103

Sector: BR

Department: TSD

Country of contract: Switzerland

Duty station: Geneva

Position number: R43/P3/756

Grade: P3

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 29 September 2025

ORGANIZATIONAL UNIT

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.

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 AND RESPONSIBILITIES

Under the supervision of the Head, Service Publications Section in the Terrestrial Publication and Registration Division, the incumbent performs the following duties:

- Acts as the focal point for keeping up-to-date and enhancing the Maritime systems and databases (MARS), in accordance with the Radio Regulations, Decisions, Resolutions and Recommendations

adopted by World Radiocommunication Conferences, Radiocommunication Assemblies and ITU-R Study Groups.

- Examines and analyses current and evolving operational procedures related to the radio frequency spectrum, for publication in the relevant maritime related service publications.
- Develops specifications, validation rules, and performs testing of new, revised, or improved procedures, systems and databases.
- Acts as the focal point for the maintaining and updating the regulatory content of the MARS and List of International Monitoring Stations websites, prepares FAQs and coordinates the preparation of related information and materials in collaboration with colleagues across the section.
- Prepares statistics and reports on submissions related to terrestrial services stations published in the List of Ship Stations and Maritime Mobile Service Identity Assignments (List V) and List of Coast Stations and Special Service Stations (List IV).
- Analyzes requests from administrations, private companies, and other entities to use ITU maritime data, and proposes appropriate courses of action in coordination with other relevant ITU services. Participates in studies related to the enhancement of the content and distribution methods of maritime publications.
- Follows the development of the Cospas-Sarsat system, identifies and prepares reports on issues to be addressed by the BR management regarding activities related to the protection of the 406-406.1 MHz band.
- Attends meetings and Study Group Sessions as required. Contributes to the preparatory work for conferences, ITU-R Working Party meetings, and the delivery of seminars, workshops and other international fora on maritime issues.
- Performs other related duties as required.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making
 Client and Service Orientation
 Innovation and Facilitating Change
 Networking and Building Partnerships
 Planning and Organising

TECHNICAL COMPETENCIES

- Knowledge of the application of the Radio Regulations relevant to the maritime services.
- Ability and willingness to learn and stay up to date with developments in information technologies.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in telecommunications engineering or a related field (science/engineering, electrical/electronic) 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.

Additional education in Maritime Institutions recognized by the International Maritime Organization would be an advantage.

Experience:

At least five years of progressively responsible experience in the field of radiocommunications services, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in maritime related issues and in particular Global Maritime Distress and Safety System (GMDSS). Experience in web page development 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).

BENEFITS AND ENTITLEMENTS

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 \$ 70,212 + post adjustment \$ 57,153

Other allowances and benefits subject to specific terms of appointment, please refer

to: <https://jobs.itu.int/content/What-we-offer/?locale=en> U

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.