

ANNEX
(to Decision 554)

Revised job description for post ST3/D2/583

Deputy to the Director, Telecommunication
Standardization Bureau

and

Chief, Telecommunication Standardization
Policy Department

D2

Duties/Responsibilities:

Under the direction of the Director of the Telecommunication Standardization Bureau, the incumbent:

1 In his/her capacity as Deputy to the Director:

1.1 represents the Director of the Bureau in the Union's management committees and advises the Director on matters arising from the decisions taken by those committees; participates in the TSB management committee and contributes to the development of TSB strategy and policy;

1.2 manages the preparation of the Sector for the Telecommunication Standardization Advisory Group (TSAG), Council, ITU Plenipotentiary Conferences and world or regional conferences and assists and advises the Director during TSAG, Council sessions and at ITU Plenipotentiary Conferences and world or regional conferences;

1.3 as Head of the Secretariat for the World Telecommunication Standardization Assembly (WTSA), coordinates the preparation of the Bureau's contributions to the Assembly including advising the Chairman of the Assembly on the work of the Assembly;

1.4 engages actively with current and prospective new members and clients.

2 Manages the work of the Telecommunication Standardization Policy Department, supervising the Workshop and Promotion Division, the Policy and Technology Watch Division and the WTSA Programmes Division:

2.1 directs the implementation of the Bureau's promotion, communication and policy program, the organization of workshops and seminars and the Technology Watch program;

2.2 establishes the WTSA action plan and directs the timely implementation of WTSA Resolutions.

3 Heads the Telecommunication Standardization Advisory Group (TSAG) Secretariat and ensures implementation and follow up of TSAG decisions.

4 Manages relations with the Radiocommunication Bureau and the Telecommunication Development Bureau, as well as with ISO, IEC and other standardization organizations including the Global Standards Collaboration.

5 Represents the TSB at international meetings related to the Sector's activities.

6 Carries out any other tasks assigned by the Director.