



General Secretariat (GS)

Geneva, 22 November 2018

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

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

Subject: **Vacancy Notice No. 45D-2018/BR-IAP/EXTERNAL/D2**

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 22/01/19 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. 45D-2018/BR-IAP/EXTERNAL/D2**

# 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. 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° 45D-2018/BR-IAP/EXTERNAL/D2

Date of Issue: 22 November 2018

Currently accepting applications

*Applications from women are encouraged*

Functions: Deputy to the Director, BR and Chief IAP

Post Number: R2/D2/445

Deadline for Applications (23.59 Geneva CH) :  
22 January 2019

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

Type of Appointment: Fixed-term  
Appointment

Duty Station: Geneva, Switzerland

Grade: D2

### 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:

The Informatics, Administration and Publications Department (IAP) comprises of four Divisions: Space Applications Software (SAS), Terrestrial Applications Software (TAS), Administration (ADM) and Outreach and Publications Services (OPS). The Department is responsible for the development and maintenance of software and related tools used by the BR as well as software adapted for national frequency management units, providing the necessary user support for the

areas concerned. It carries out studies related to policies for the technologies to be used for the information and computational systems within the BR and with administrations in the fields of management of the radio frequency spectrum and the various satellite orbits. The Department is responsible for BR text editing and publications, as well as promotion, membership and workshop organization activities. The Department is also responsible for financial and human resources management for the BR, including the preparation of the operational and financial plans, and the budget, as well as provides organisational support for conferences and meetings.

### Duties / Responsibilities

Under the supervision of the Director of the Radiocommunication Bureau and in his/her capacity as Deputy to the Director :

- Assists and advises the Director in the direction and management of the Bureau; in particular, reviews the Bureau's Quarterly Reports against their stated objectives and advises on necessary action to be taken; is responsible for conference preparations, acting as secretary to Radiocommunication Conferences; monitors the implementation of decisions emanating from the Council, the Plenipotentiary Conference, World Radiocommunication Conferences, the Radiocommunication Assembly, Radio Regulations Board, Radiocommunication Advisory Group and other official bodies; advises the Director on all questions related to personnel and financial management of the Bureau; prepares draft ITU-R input to the ITU strategic plan and develop the four-year operational plan; acts for the Director of the Radiocommunication Bureau in his absence.
- Prepares meetings of and acts as Executive Secretary to the Radiocommunication Advisory Group involved in developing sectorial working methods, work programmes, study group structure, cooperation with other Sectors and outside organizations, strategic planning for the Sector, involving the Member States and Sector Members of the Union and prepares appropriate input documentation relating to the above issues.
- Represents the Bureau and the Director at meetings inside the organization and represents the Director, the Bureau and the ITU at conferences and meetings outside the organization as required.
- In his/her capacity as Chief of the Informatics, Administration and Publications Department is responsible for the organization and direction of the work performed by the Department and, in particular, plans, coordinates, monitors and evaluates such work in respect of the following duties:
  - development, maintenance and support of major software packages used by the BR for the processing of frequency assignment notifications,
  - review and update of technologies used for internal operations as well as the interface with Administrations and other Sector members such as electronic publications, information handling,
  - application of the Rules of Procedure and participation in the approval of findings based on these rules,
  - provision of assistance to Member States and Sector Members in frequency management procedures including the use of computers.
- Carries out any other tasks assigned by the Director.

### 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; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Extensive knowledge of ITU activities, more especially ITU-R Study Groups and conferences; Ability to identify key strategic issues, opportunities and risks and to formulate and take responsive initiatives; Ability to build up and motivate teams and achieve effective teamwork towards a timely delivery of high quality outputs to accomplish ITU-R goals. In particular, aptitude to manage software development teams; High level of negotiating skills and ability to maintain efficient working relationships at all levels, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

### Qualifications required

#### Education:

Advanced university degree in telecommunications or in another field related to the professional activity of the post, for example economics, law or administration 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 twenty-five years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

#### Experience:

At least twenty years of progressively responsible experience in radiocommunication with sound information technology background including some years in a senior position and extensive management experience including at least ten at the international level. A Doctorate in a related field can be considered as a substitute for three 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 \$ 108,189 + post adjustment \$ 75,732

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



ITU is a smoke-free environment