Geneva, 10 December 2019

E-mail: HRerecruit@itu.int

 To the Director-General

Circular letter No. 62

Subject: **Vacancy Notice No. 40P-2019/BR-SSD/EXTERNAL/P2**

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 invited 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 10/02/2020 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. 40P-2019/BR-SSD/EXTERNAL/P2**

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 Nº 40P-2019/BR-SSD/EXTERNAL/P2

Date of Issue: 10 December 2019
Currently accepting applications

Applications from women are encouraged

Functions: Associate Radiocommunication Engineer

Post Number: R33/P2/805

Deadline for Applications (23.59 Geneva CH) : 10 February 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: P2

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 Space Services Department (SSD) is responsible for the coordination and recording procedures for space systems and earth stations. In these activities the Department deals with the capture, processing and publication of data and carries out examinations of frequency assignment notices submitted by administrations with a view to their inclusion in the formal coordination procedures or their recording in the Master International

Frequency Register (MIFR). The Department is also responsible for the management of the procedures of the space related assignment or allotment Plans of the ITU and for the provision of assistance to administrations in their frequency management activities. The Department comprises three Divisions: Space Systems Coordination (SSC), Space Notification and Plans (SNP) and Space Publication and Registration (SPR).

Duties / Responsibilities

Under the supervision of the Head, Space Systems Coordination Division, the incumbent performs the following duties:

- Performs regulatory and technical examination of notices of satellite networks submitted by administrations and prepares associated findings and recommendations for the Head of Division.
- Undertakes studies related to the establishment of Rules of Procedure.
- Prepares related administrative and technical correspondence.
- Treats assistance requests and makes specific technical studies.
- Identifies requirements for software development by the Space Applications Software Division and ensures maintenance, if required.
- Provides support to the Head of the Division in carrying out preparatory work for conferences, BR Seminars and trainings, and participates, when required, in such events.
- Performs other related duties as required.

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; Innovation and Facilitating Change, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of, and ability to use computer applications specific to scientific and engineering fields. Ability and willingness to learn and stay up-to-date with radiocommunication and information technologies. Knowledge of the ITU Radio Regulations and its application to space radiocommunication services as well as in software or web application development would be an advantage.

Qualifications required

Education:
University degree in telecommunications/radiocommunications engineering or a related field (science/engineering, electrical/electronic engineering) OR education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

Experience:
At least three years of progressively responsible experience in the field of radiocommunication or satellite engineering or spectrum management. An advanced degree in a related field can be considered as a substitute for one year of working experience. 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 $ 47,322 + post adjustment $ 36,296

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.

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