



General Secretariat (GS)

Geneva, 10 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No.64**

Subject: **Vacancy Notice No. 42P-2019/BR-IAP/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 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. 42P-2019/BR-IAP/EXTERNAL/P3**



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° 42P-2019/BR-IAP/EXTERNAL/P3

Date of Issue: 10 December 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Software Engineer

Post Number: R22/P3/800

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: 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:

The Informatics, Administration and Publications Department (IAP) comprises of three Divisions: Space Applications Software (SAS), Terrestrial Applications Software (TAS) and Administration (ADM). 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 and membership. The Department is also responsible for human resources management for the BR, including the preparation of the operational plans, as well as provides organisational support for conferences and meetings.

## Duties / Responsibilities

Under the supervision of the Head, Terrestrial Applications Software Division (TAS), the incumbent performs the following duties:

- Provides hands-on support for Application and Database development from configuration, gathering 'business' requirements, researching solutions, creating detailed functional specifications, and developing application architecture, datamodels, databases (setups and configuration), application development, undertakes integration testing, facilitates user acceptance testing, production deployment and support and training for internal and external users and documentation.
- Investigates reported system/application/module/database problems, conducts tests to isolate problems and root cause to resolve problems, implements workarounds as required and conducts further diagnostics and tests as necessary.
- Analyses client requirements and designs, tests, and implements new and/or improved/enhanced systems, applications, modules, and/or databases etc. as well as designs, develops and/or modifies work and software tools, standards, and templates, etc.
- Participates on projects and/or may lead components focusing on specific aspects, involved in the identification, development, testing, and implementation of changes/enhancements to processes, systems, and structures.
- Works with engineers and other Terrestrial Services Department (TSD) staff to assess on-going and proposed work requirements to maintain and improve processing activities.
- Demonstrates continuous effort to improve practices, decrease turnaround times, streamline work processes and work cooperatively and jointly with others to provide quality seamless service for the Department.
- Keeps abreast of the latest technologies and software and contributes to the migration of legacy system components to the most modern technologies.
- Performs other duties as required: such as maintaining documentation relating to business processes, providing user training and participating in seminars etc.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Planning and Organizing; Analysis, Judgement and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Successful Management; and, Leadership.
- **Essential Technical Competencies:** Knowledge of object oriented software development and good knowledge of the computer programming language C++; Experience using relational database technology with practical experience in database design and implementation and transaction processing; Good knowledge and experience with Qt development framework (under C++) would be an asset; Knowledge of application design & development in an open source world (in particular, web applications and services) would be an asset; Experience with migrating legacy software components to modern technologies would be an asset; Ability to work both

independently and in a team as well as with users for defining the software requirements; Ability and willingness to learn and stay up-to-date with new information technologies.

## Qualifications required

### Education:

Advanced university degree in systems/technology related field, engineering or science or a related field OR education from 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 primarily in software analysis, design, development and programming, in implementation of technical applications, including at least two years at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in software development in the field of radiocommunication engineering applications would be an advantage.

### 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



ITU is a smoke-free environment