



## General Secretariat (GS)

Geneva, 16 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 68**

Subject: **Vacancy Notice No. 45P-2019/BR-TSD/EXTERNAL/P1**

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 16/02/2020 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. 45P-2019/BR-TSD/EXTERNAL/P1**



*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° 45P-2019/BR-TSD/EXTERNAL/P1

Date of Issue: 16 December 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Junior Radiocommunication Engineer

Post Number: R41/P1/815

Deadline for Applications (23.59 Geneva CH) :  
16 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: P1

### 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 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 / Responsibilities

Under the supervision of the Head of Fixed and Mobile Services Division (FMD), the incumbent performs the following duties:

- Provides support in the regulatory and technical examination of frequency notices submitted by administrations.
- Develops, improves and tests the relevant software.
- Provides support to the Head of Division in accomplishing administrative tasks.
- Conducts research and provides background information for various projects related to the current radiocommunication technologies.
- Assists the Head of Division in carrying out preparatory work for conferences, organization of meetings and participates, when required.
- Prepares reports and maintains statistics as required.
- 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:** Innovation and Facilitating Change, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge of and ability to work with computer applications specific to scientific and engineering fields is required. Ability and willingness to learn and stay up-to-date with radiocommunication and information technologies.

### Qualifications required

#### Education:

University degree in telecommunication engineering (science/engineering, electrical/electronic engineering) with some specialization in radiocommunications, OR education from 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 one year of experience in the field of the post. Higher university degrees in related fields can be considered as a substitute for one year of working experience. Some knowledge of Radio Regulations 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 \$ 37,012 + post adjustment \$ 27,981

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