



## General Secretariat (GS)

Geneva, 17 December 2019

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 69**

Subject: **Vacancy Notice No. 46P-2019/BR-SGD/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 17/02/2020 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. 46P-2019/BR-SGD/EXTERNAL/P2**



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° 46P-2019/BR-SGD/EXTERNAL/P2

Date of Issue: 17 December 2019

Currently accepting applications

*Applications from women are encouraged*

Functions: Junior Project Officer

Post Number: R5/P2/813

Deadline for Applications (23.59 Geneva CH) :  
17 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 Study Groups Department assists in the work of the Radiocommunication Study Groups following the Working Methods and Work Programme as adopted by the Radiocommunication Assembly.

### Duties / Responsibilities

Under the general supervision of the Chief, Study Groups Department, the incumbent performs the following duties:

- Conducts studies; provides technical analysis and support; writes guidelines, toolkits and reports on policy and technical aspects in relation to subjects dealt by the Department; analyses responses and compiles related statistical data to questionnaires and surveys.
- Implements and monitors ongoing projects and events related to ITU-R Study Groups activities. Liaises and exchanges information with external partners, speakers and session moderators to coordinate and follow-up on the content, preparation of relevant materials, deadlines, delegates' registration and logistics as well as update website content. Organizes meetings or conference calls; reviews input documents for coherence and technical accuracy and report to supervisor, and writes-up meeting minutes.
- Prepares and proposes presentations, briefings, background papers to assist in the coordination of the study group on related activities, operational aspects of events' planning, design, preparation, implementation and responds to external and internal queries on ITU-R/BR events.
- Carries out research and monitors the membership outreach and engagement initiatives, mainstreaming opportunities for engagement within projects, initiatives, programs, ITU-R Study Groups and other platforms for collaboration.
- Contributes to the preparation of various written outputs, e.g. drafts background papers, presentations; analytical notes, sections of reports and studies.
- Provides support on capacity building activities in coordination with the staff of the Department as required.
- Coordinates related projects and ensures the effective delivery of support services by carrying out BR/ITU-R internal coordination and liaising with staff across the organization as requested.
- Performs other 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; Client and Service Orientation, and; Planning and Organizing.
- **Essential Technical Competencies:** Familiarity with developments and best practices in the areas of the ITU-R Study Groups works. Familiarity with data analysis, management and reporting techniques (good knowledge of Power Point and Excel and knowledge of Access would be an asset). Excellent skills in writing administrative reports; experience in the use of computer equipment.

## Qualifications required

### Education:

University degree in international relations, administration, languages 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.

### Experience:

At least three years of progressively responsible experience in the field of the post. An advanced degree in a related field can be considered as a substitute for one year of working experience. A

doctorate in related fields can be considered as a substitute for two years of working experience. Experience in developing survey and conducting data analysis 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 \$ 47,322 + post adjustment \$ 35,775

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