



General Secretariat (GS)

Geneva, 23 June 2020

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 28**

Subject: **Vacancy Notice No. 32P-2020/BR-IAP/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 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 23/08/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 32P-2020/BR-IAP/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° 32P-2020/BR-IAP/EXTERNAL/P2

Date of Issue: 23 June 2020

Currently accepting applications

*Applications from women are encouraged*

Functions: Associate Software Engineer

Post Number: R23/P2/803

Deadline for Applications (23.59 Geneva CH) : **23 August 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:

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, Space Applications Software Division (SAS), the incumbent performs the following duties:

- Develops and maintains web applications and/or desktop software applications to support the processing of Space Services notifications.
- Participates in all the steps of the software development cycle, in close collaboration with other SAS team members.
- Analyses user requirements and provides proposals.
- Designs, implements, tests and deploys software applications.
- Troubleshoots and prepares documentation for software applications.
- Provides technical guidance to staff members on relevant software.
- Participates in meetings.
- 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; Innovation and Facilitating Change, and; Planning and Organizing.
- **Essential Technical Competencies:** Good knowledge of object-oriented software development and/or web application development. Ability to use ASP.NET MVC or migrating legacy applications to modern technologies.

### Qualifications required

#### Education:

University degree in computer science or engineering or a related field (science/materials science engineering, electrical/electronic engineering), 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 three years of progressively responsible experience in software development. 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.

#### 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 \$ 47,895 + post adjustment \$ 37,598

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