

## INTERNATIONAL TELECOMMUNICATION UNION

*General Secretariat*

T E L E F A X

Geneva, 22 July 2008

**Circular letter No. 99**

(Accelerated procedure  
via facsimile)

**Subject:** Notice of vacancy  
**To the Director-General**

**Vacancy Notice No. P26-2008**

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 should be obliged if Administrations would let me know the names of qualified candidates and especially of woman candidates for the above post. Detailed applications using ITU Personal History Forms should be submitted to the General Secretariat not later than **22 September 2008**.

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Antalya, 2006), 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 insufficiently 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.

Administrations of countries from regions of the world which are not or are insufficiently represented among the staff of the Union are especially requested to submit applications from suitably qualified candidates.

Staff already employed by the Union may also apply for this post.

Yours faithfully,

Dr. Hamadoun I. TOURÉ  
Secretary-General

**Annexes:** Notice of Vacancy No. P26-2008  
(Job description of the post to be filled and conditions of employment)

## INTERNATIONAL TELECOMMUNICATION UNION



*The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.*

*ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.*

*The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.*

## VACANCY NOTICE No. P26-2008

<b>Date of issue:</b> 22 July 2008	<b>Applications from women are encouraged</b>
<b>Deadline for application:</b> 22 September 2008	
<b>Functions:</b> Head, Master Register and Recording Section	<b>Posts numbers:</b> R32/P4/517
<b>Type of appointment:</b> Fixed-Term for two years	<b>Date of entry:</b> As soon as possible
<b>Grade:</b> P.4	<b>Duty station:</b> ITU Headquarters, Geneva, Switzerland

### Bureau

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 Group Department.

### Organizational 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 Publications and Registration (SPR).

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## Duties / Responsibilities

Under the direction of the Head, Space Publication and Registration Division and in application of the Radio regulations and international agreements, the incumbent carries out the following tasks: 1. Manages and coordinates all activities in relation with management, update and maintenance of the Master International Frequency Register (MIFR) and preparation and publication of the BR IFIC (International Frequency Information Circular). 2. Performs regulatory, technical and operational analyses of complex findings in accordance with the pertinent provisions of the Radio regulations or any other relevant instrument. 3. Identifies inconsistencies and decides on the corrective measures to be implemented. 4. Implements the cost recovery decisions and procedures for the processing of space notices; including developing and implementing the system for cost recovery for satellite network filings in accordance with Council Decisions and the Radio Regulations, and providing input on this subject to ITU Council and WRCs as needed. 5. Prepares all documents for the BR weekly approval meeting. 6. Establishes quality standards and ensures their implementation; monitor quality and correctness of the BR IFIC. 7. Prepares progress reports and problem-analysis reports with practical solutions for management review in particular with respect to the communication, tracking and follow-up of the results of examinations for space notices. 8. Collaborates with the Head of Division in carrying out preparatory work for conferences and participates in such conferences when required. 9. Performs special assistance to Administrations and participates in technical assistance missions. 10. Provides technical guidance and participates in BR seminars for training for official from Administrations and representation of the Radiocommunication Bureau in international conferences and other related events. 11. Participates in meetings of study groups in her/his domain. 12. Performs other tasks as necessary.

## Qualifications required

1. Advanced university degree in telecommunications engineering or related fields (science/engineering, electrical/electronic engineering), with specialization in radiocommunication OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the above-mentioned fields. A first university degree in one of the above fields in combination with qualifying experience may be accepted in lieu of an advanced university degree in case no suitable candidate with an advanced degree is identified.
2. Over seven years of progressively responsible experience in the field of radiocommunication services, including four years of experience at national or international level.
3. Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of a second language. The knowledge of a third language would be an advantage. (Under the provisions of Resolution No. 628 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries.)

## Competencies

4. Experience in the application of Radio Regulations; knowledge and participation in the work of the ITU Radiocommunication Sector would be an asset.
5. Experience in computer application to scientific and engineering problems is required.

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**NOTES**

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - a) 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 insufficiently represented in the staffing of the Union.
  - b) Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1167 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Appointment is subject to a satisfactory medical report and verification of credentials.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.

**If you wish to apply**

External applicants should **STATE THEIR NATIONALITY, QUOTE THE VACANCY NOTICE NUMBER**, and address application with completed ITU Personal History Form (PHF) to the Human Resources Administration Division.

The PHF is available on the ITU's Web Site. **Any application submitted without the ITU PHF will not be considered.**

**APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.**



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**Appendix****CONDITIONS OF EMPLOYMENT**

**The conditions of employment are governed by the Staff Regulations and Staff Rules and can be summarized as follows:**

**1. Duration of appointment**

Fixed-term appointments do not carry any expectancy of renewal or of conversion to any other type of appointment. They may be terminated by the Secretary-General or by the staff member concerned on 30 days' notice, subject to conditions prescribed in the Staff Regulations and Staff Rules.

**2. Medical examination**

The appointment is subject to a satisfactory medical examination to be carried out under the responsibility of the Medical Adviser of the ITU.

**3. Annual salary****Grade P.4 – Step 1****a) Annual salary (annual increments subject to satisfactory services)**

- from 63.052,- USD without dependant
- from 67.709,- USD with dependant

Salaries, allowances and benefits (including repatriation grant) are paid in Swiss francs (CHF) at a rate fixed by the Secretary-General; this rate, which is variable, now stands at 1,028 CHF to the dollar.

**b) Post Adjustment (non-pensionable)**

As of 22 July 2008, 92% of the base annual salary indicated above at the relevant rate, grade and step. Post adjustment is subject to modification and the percentage may differ at the time of appointment as also during the course of the contract.

**4. Allowances****a) Assignment grant**

On arrival in Geneva staff members are paid an assignment grant by the Union. The amount of the grant will be 366 CHF per day for the staff member and 183 CHF per day for each eligible dependant, for a period of 30 days after arrival in Geneva.

Under certain conditions to be determined at the time of appointment, staff members may be entitled to other payments on assignment.

**b) Dependency allowance**

- For a dependent spouse Included in basic salary
- For a dependent child  
(If the first child is the dependant in respect of whom the staff member is entitled to the dependency rate included in basic salary) 3,459 CHF per annum
- Where there is no dependent spouse, for one of the following:  
a dependent parent, a dependent brother or a dependent sister 1,542 CHF per annum

Payment of dependency allowances will be based on recognition of dependency as defined in the ITU Staff Regulations and Rules. For the purpose of these Regulations and Rules, a "child" shall be the child of a staff member, under the age of 18 years, or if the child is in full-time attendance at a school or university (or similar educational institution) under the age of 21 years for whom the staff member provides main and continuing support. If the child is totally and permanently disabled, the requirements as to school attendance and age shall be waived. However, with a view to avoiding duplication of benefits and in order to achieve equality among

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staff members, the above dependency allowance for children will be reduced proportionately if the staff member or his/her spouse receives similar benefits from another source.

**c) Education grant**

An education grant is paid for each eligible child in full-time attendance at a school or university, or similar educational institution. A staff member whose home country is the country of his/her official duty station is not entitled to this grant, except in respect of physically or mentally disabled children.

**d) Rental Subsidy**

Under certain circumstances a rental subsidy can be granted to staff members newly arrived at the duty station when the rent represents too high a proportion of the total remuneration.

**5. Travel and removal**

**a) Travel**

The travel expenses of an internationally recruited staff member and his/her dependants from the place of recruitment to the country of the duty station will be defrayed by the Union. Dependants who may travel at ITU expense are: a spouse and unmarried children under the age of 18 years or under the age of 21 years if they are in full-time attendance at a school or university or of any age if they are totally and permanently disabled.

**b) Removal**

Appointment carries entitlement to removal of personal effects and household goods. The successful candidate will be informed of the detailed conditions.

**6. Home leave**

Internationally recruited staff members are granted home leave once every two years. A staff member whose home country is the country of his/her official duty station shall not be eligible for home leave.

**7. Pension Fund**

The successful candidate will be affiliated to the United Nations Joint Staff Pension Fund; a contribution of 7.9% of his/her pensionable salary will be deducted from his/her salary.

**8. Repatriation grant**

In virtue of Regulation 9.7 of the Staff Regulations and Rules a repatriation grant shall be payable to staff members whom the Union is obligated to repatriate and who do not remain in the country of the duty station after separation from service. The repatriation grant shall not, however, be paid to a staff member who has been dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the Union.

**9. Health insurance**

The selected candidate will be affiliated to the Staff Health Insurance Fund. A contribution amounting to 3.3% of base salary plus post adjustment will be deducted from his/her salary. A spouse recognized as a dependent, as defined in para. 4.b) above, will be affiliated to the Health Insurance and a contribution amounting to 30% of the base rate applied to the staff member, i.e. 0.99 per cent of his/her base salary plus post adjustment, will be deducted from the salary of the staff member.

**10. Income tax**

Salaries and other emoluments paid by the Union are normally exempt of national income tax. Staff Members from countries which do not exempt ITU income from national income tax will receive reimbursement of national income tax paid.

**Note:** A staff member whose home country is the country of his/her official duty station shall not be eligible for the allowances and entitlements specified in points 4.a), c), d), 5.a), b), 6 and 8.