

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat

T E L E F A X

Circular letter No. 83-2008(Accelerated procedure
via facsimile)

Ministerio de Transportes y Comunicaciones Geneva 9 June 2008	
TRAMITE	
VICE DE COMUNICACIONES	
12 JUN. 2008	
0329882008	
RECIBIDO	
Reg. N°	Hora: 17:00

Subject: Notice of vacancy**Vacancy Notice No. PPP 4 - 2008**To the Director-General

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 **8 July 2008**.

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

Yours faithfully,

Dr. Hamadou I. TOURÉ
Secretary-GeneralAnnexes: Notice of Vacancy No. PPP 4-2008
(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. PPP 4-2008 PROJECT POST

Date of issue: 9 June 2008	
Deadline for applications: 8 July 2008	
Functions: Senior Expert in Frequency Management and Coordination Activities	Duty station: Riyadh – Saudi Arabia
Grade: P.5	Date of entry: as soon as possible
Type of appointment[*]: Intermediate term of one year with possibility of extension without exceeding the duration of the project	Project Duration: 3 years
Project: Advisory Services to Saudi Communications Commission (SCC).	

BDT Mandate

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Project Mandate

The project intends to support the Government's telecommunications development programmes through advisory services, in the field of radio frequency engineering and management. It is primarily intended for institutional building and training.

Duties / Responsibilities

Under the direction of the ITU Regional Representative & Head of ITU Regional Office in Cairo-Egypt, and in close collaboration with the Governor of Communications and Information Technology Commission (CITC) of Saudi Arabia and with the Deputy Minister for International Organizations Affairs, Ministry of Communications and Information Technology & Project Coordinator, the expert will:

1. Carry out studies on new wireless technologies and applications and assist in long and short term frequency planning;

* The type and duration of appointment for internal candidates will depend on their contractual status.

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2. Carry out studies and advise in the following activities:
 - Analysis of assignments in the BR IFIC (space and terrestrial) and working out their potential effects on Saudi Arabia's radio communication networks and systems, whether space or terrestrial, in accordance with the ITU Radio Regulations and the relevant ITU-R Recommendations.
 - Advance Publications, Coordination (locally, regionally and internationally) and Notifying the different Saudi Arabia's radio communication systems and networks to the ITU for registration in the Master Register.
 - EMI/EMC analysis demanded by the coordination activities.
 - Implementation of Regional and International agreements, i.e. Broadcasting Plans, Fixed Satellite Services Plans.
 - Preparations and follow-up of decisions of RRC-06 and WRC-07, ITU-R meetings and other international/regional meetings.
 - Computer and software application, and the electronic exchange of data with the ITU and other administrations.
3. Develop a training plan for national staff and train his national counterparts;
4. Perform any other tasks or duties relevant to his speciality as may be assigned by the ITU or the host;
5. Prepare a mission report (hard and soft) and submit it to ITU in 3 weeks time after the end of mission;

Qualifications required

1. Advanced university degree in telecommunications, engineering or in a field related to the professional assignments of the post 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 combination with qualifying experience may be accepted in lieu of an advanced university degree.
2. Over ten years' experience in telecommunication frequency management and relevant international working experience in the field of radio frequency spectrum management.
3. Excellent knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of a second official language. Knowledge of English essential. 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.)

Competencies

4. Excellent experience in Computer software applications in frequency management
5. Extensive knowledge of the ITU Radio Regulations and the work of ITU-R Study Groups
6. Excellent knowledge of the ITU-BR software tools for submission notices.
7. Proven skills of leadership, managerial, communications and negotiations
8. Excellent writing skills, including the ability to draft precise and complete analytical reports, proposals and documents.

c. In accordance with Resolution 1187 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.

d. 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.

e. Appointment is subject to a satisfactory medical report and verification of credentials.

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.

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

The PHF is available on the ITU's Web Site. <http://www.itu.int/ITU-D/vacancies/applicationform.html> Any application submitted without the ITU PHF will not be considered.

If you wish to apply

Permanent and temporary staff members are requested to update their ITU Personal History Form (PHF) or their Internal Curriculum Vitae before the deadline for application.

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



The ITU is a smoke-free environment

Appendix**CONDITIONS OF EMPLOYMENT**

The conditions of employment are governed by the Staff Rules of the ITU governing technical assistance project personnel and can be summarized as follows:

1. Duration of appointment

Intermediate term appointments do not carry any expectancy of renewal or 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 Rules of the ITU governing technical assistance project personnel.

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.5 – Step 1****a) Annual salary (annual increments subject to satisfactory services)**

- from US \$ 75.432.- without dependant
- from US \$ 81.197.- with dependant

b) Post Adjustment (non-pensionable)

As of 1 June 2008, 49,6% of the base annual salary indicated above. 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**

Thirty days daily subsistence allowance, payable in local currency, at the UN rate pertaining at the duty station at the time of the staff member's arrival equivalent to US\$ 237.-- and 30 days at half the DSA rate for each eligible dependant at the rate pertaining at the time of their arrival at the duty station.

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

b) Hardship/mobility/non-removal allowance

As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, non-pensionable allowances for mobility, hardship and non-removal may be payable to a staff member in the Professional category or higher, subject to the conditions set out in Staff Regulations.

c) Dependency allowance

- For a dependent spouse, or
a first dependent child if there is
no dependent spouse Included in basic salary
- For a dependent child
(first child if there is a
dependent spouse,
second child if there is no
dependent spouse) US \$ 1.790.- per annum

- Where there is no dependent spouse, for one of the following:
a dependent parent, a dependent brother or a dependent sister

US \$ 637.- per annum

Payment of dependency allowances will be based on recognition of dependency as defined in the Staff Rules of the ITU governing technical assistance project personnel. For the purpose of these Staff 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 staff members, the above dependency allowance for children will be reduced proportionately if the staff member receives similar benefits from another source

d) **Education grant**

An education grant of up to US \$ 13.536.- per annum 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.

e) **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 remuneration will be deducted from his/her salary.

8. **Repatriation grant**

In virtue of Regulation 8.7 of the Staff Rules of the ITU governing technical assistance project personnel 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), b), d), e), 5.a), b), 6 and 8.

Objet: **Téléfax Circulaire – concerne BR IFIC (Services de Terre) N° 2621 du 10 juin 2008**

Le Bureau des radiocommunications informe toutes les administrations que la Section spéciale suivante est publiée avec la Circulaire internationale d'information sur les fréquences du BR citée en objet:

GE06/16	Partie A1	179 assignations
	Partie A2	165 assignations
	Partie B1	56 assignations
	Partie B2	26 assignations
	Partie C1	33 assignations

L'index des assignations figurant dans la Section spéciale susmentionnée peut être téléchargé depuis le site Web de l'UIT, à l'adresse suivante:

<http://www.itu.int/ITU-R/publications/brific-ter/index-fr.html>

Salutations,

Trajco Gavrilov
Chef, Département des services de Terre

Asunto: **Telefax Circular – concierne BR IFIC (Servicios Terrenales) N° 2621 del 10 de junio de 2008**

La Oficina de Radiocomunicaciones informa a todas las administraciones que la siguiente Sección Especial se publicará con la BR IFIC indicada en el asunto:

GE06/16	Parte A1	179 asignaciones
	Parte A2	165 asignaciones
	Parte B1	56 asignaciones
	Parte B2	26 asignaciones
	Parte C1	33 asignaciones

El índice de las asignaciones contenidas en la Sección Especial arriba enumerada, puede telecargarse a partir del sitio Web de la UIT en la siguiente dirección:

<http://www.itu.int/ITU-R/publications/brific-ter/index-es.html>

Atentamente,

Trajco Gavrilov,
Jefe del Departamento de Servicios Terrenales