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. P44-2009

Date of issue: 7 December 2009 **Deadline for applications:** 8 February 2010	**Applications from women are encouraged**
Functions: Head, Data Processing Section	**Post number:** R43/P4/532
Type of appointment*: Fixed-Term for two years	**Date of entry:** As soon as possible
Grade: P.4	**Duty station:** 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 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

Within the Terrestrial Services Department, under the supervision of the Head, Terrestrial Publication and Registration Division (TPR), the incumbent performs the following duties:

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

- Manages and coordinates all activities of the Data Processing Section, in relation with notice forms or information received from administrations for publication, including registration, verification, correspondence with administrations, preparation, loading and validation of data, keeping of reference data files, certification of correct processing and confirmation of data with a view to publication and subsequent processing.
- Organizes the operations necessary for carrying out the tasks relating to the different computer systems used in the Division.
- Constantly monitors the quality of operation of those parts of the computer systems used in the Division and proposes improvements of the systems; updates the validation rules applied in the various systems.
- Participates in the development of new software for processing of frequency assignment notices, carries out tests and makes recommendations concerning improvements to be made to the software.
- Organizes BR activities in the framework of the International Monitoring System (IMS) relative to regular and special monitoring programmes, ensuring timely handling of received monitoring information, analyzing available monitoring data, preparing complete summaries, keeping up to date the capture, validation and publication used for those purposes.
- Helps the Head of the Division to implement decisions taken by conferences and meetings within the purview of the Division, makes analytical studies of decisions in cooperation with the Services/Divisions concerned and drafts circular letters to administrations in connection therewith.
- Assists the Head of the Division in preparations for radio conferences and where appropriate attends such conferences.
- Participates in the identification of the computer support necessary to cover the internal needs of the Division.
- Carries out other related duties as required.

Qualifications required

- Advanced university degree in telecommunications engineering, computer sciences or related fields (science/engineering, electrical/electronic engineering), with some 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.
- At least seven years of progressively responsible experience in the field of radiocommunications, including experience in the application of the Radio Regulations and three years of experience at national or international level. Experience in managing staff would be an advantage.
- 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. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries.)

Competencies

- Knowledge of the processing of technical data and other information with the use of mainframe computers using relational data base systems on mainframe and/or client-server architecture is required. Experience in programming microcomputers is desirable.
- Ability to organize work in a team, dynamism, spirit of initiative and strong motivation.

Conditions of employment

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US $ 134,209 to US $ 175,085 (with dependents) or US $ 124,977 to US $ 161,951 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following link

How to apply

External applicants are requested submit their application with a completed ITU Personal History Form (PHF), available on the ITU Web Site, to the Human Resources Administration Division. **Any application submitted without the ITU PHF will not be considered.**

Additional Information

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - o 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.
  - o Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- 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.
- 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.
- 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.**

APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION

The ITU is a smoke-free environment