

INTERNATIONAL TELECOMMUNICATION UNION

Functions: Study Group Advisor

Post Number:

Type of Appointment: FIT
Appointment

Duty Station: Geneva, Switzerland

Grade: P4

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 close supervision of the Counsellor for a specific Study Group, the incumbent will perform the following duties:

- Prepare and 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 respond to external and internal queries on ITU-R/BR events.
- Participate in meetings of other sectors for the preparation of administrative conferences, and provide feedback on matters related to the Study Groups concerned.
- Ensure liaison with other sector Study Groups on subjects of mutual interest.
- May be called upon to present technical documents, within the terms of reference of the Study Groups concerned, to departments of other sectors of the ITU.
- Carry 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.
- Performs collaborative activity related to future innovative technologies such as IMT-2030 (5G, 6G, etc.)
- Present the results of studies on the technical aspects of questions referred to the secretariat.

- Provide support on capacity building activities in coordination with the staff of the Department as required.
- Upon request, represent the BR at meetings of international organizations.
- Keep abreast of study and research activities in the field of telecommunications.
- Perform other duties as required.

Competencies:

- Knowledge of the Radio Regulations and participation in the work of the Study Groups would be an asset.
- Experience in the areas of radiocommunication technologies and systems covered by the ITU-R Study Groups
- Excellent skills in writing technical and administrative reports and text
- Experience in the use of spreadsheet, database and web presentation software (e.g. Excel, Access, SharePoint)
- Ability to establish and maintain relations with ITU-R membership, in particular Study Groups participants and Management Teams.
- Excellent communication skills and global minded approach towards partnership building and cooperative work within an international environment.

Qualifications required

Education:

Advanced university degree in a branch of ICTs/telecommunications, engineering, mathematics, or a related field 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 fields above. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible experience in the field of telecommunication technologies and services, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

English at advanced level. Knowledge of another official language of the Union (Arabic, Chinese, French, Russian, Spanish) would be an advantage.