



## International Telecommunication Union (ITU)

### Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-2-43

**Title:** JPO – Junior Satellite Frequency Request Submission Officer

**Bureau/Dept/Unit:** BR/SSD/SPR

**Organization:** International Telecommunication Union (ITU)

**Country and Duty Station:** ITU Headquarter – Geneva, Switzerland

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

**Please note that for participants of the ITU JPO-Programme three years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host more than two thirds of

all UN activities and is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world, and meet people from across the globe.

### **Organizational Unit:**

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 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 Publication and Registration (SPR).

### **Duties, responsibilities and output expectations:**

The Junior Professional Officer will work in the Space Publication and Registration division of the Space Services Department, under the supervision of a Radiocommunication engineer, Head of section.

The main duties and responsibilities will be to:

1. Review and update all validation rules used in for space and earth station filings, classifying them into different categories for completeness, correctness and other categories;
2. Carry out data and statistical analysis of satellite filings;
3. Carry out a business analysis of the internal process for the treatment of satellite network filings, and document it using software tools and using Business Process Modeling Language (BPML);
4. Develop software tools as needed to complement existing BR space software;
5. May be asked to perform additional duties.

## **Qualifications and experience required**

### **Education:**

**Master's degree** in electronics engineering, computer engineering or Information Technology.

### **Work experience:**

At least three years of experience in telecommunications, radiocommunications or 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.

### **Competencies:**

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Functional Competencies:** Analysis, Judgement & Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships; Planning and Organizing.
- **Technical Competencies:**
  - o Programming skills, knowledge of SQL.
  - o Basic knowledge in radiocommunications.
  - o Experience in Cubesat development will be an advantage.

### **Training and Learning Elements:**

- Knowledge of frequency/orbit registration process for satellite networks.
- Technical elements of satellite communications system and their application in interference analysis.
- Working in a multicultural, multi-national environment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2025-2-43 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**