



## EUROPEAN RADIOCOMMUNICATIONS OFFICE

# VACANCY ANNOUNCEMENT

## DIRECTOR

**Level:** Based on A4 grade in the IOS system, depending on experience and qualifications

**Duty station:** Copenhagen, Denmark

**Deadline for receipt of applications:** 28 February 2006

**Date for entry on duty:** 1 January 2007

### **Organisation:**

The EUROPEAN RADIOCOMMUNICATIONS OFFICE (ERO) is located in the city center of Copenhagen and is currently staffed by a team of 15.

ERO has the following functions:

- to provide a centre of expertise which shall act as a focal point, identifying problem areas and new possibilities in the field of electronic communications and to advise the ECC accordingly;
- to draft long-term plans for future use of the radio frequency spectrum at a European level;
- to support and work together with national frequency management authorities;
- to conduct consultations on specific topics or parts of the frequency spectrum;
- to publish ECC Decisions and Recommendations and keep a record of the implementation;
- to identify and promote best practice in administration of national numbering schemes and number assignment procedures

The European Radiocommunications Office (ERO) was opened in Copenhagen on 6 May 1991. It is the permanent office of the European Conference of Postal and Telecommunications Administrations (CEPT) and has a staff of 15: 8 experts in electronic communications and 7 administrative employees.

In 2001 major changes took place within CEPT. With effect from January 2001, ERO's sister office, the European Telecommunications Office (ETO), was merged with ERO, which took over some of the functions previously carried out by ETO and now performs these tasks on behalf of the ETO Administrative Council.

Another change took place in October 2001, when the Electronic Communications Committee (ECC) was established, replacing the European Committee for Telecommunications Regulatory Affairs (ECTRA) and the European Radiocommunications Committee (ERC).

ERO (which in the near future will become 'ECO', the European Communications Office) assists the ECC with studies, research and planning efforts.

**Qualifications and requirements:**

Candidates must

- have proven managerial skills and experience at a senior level
- have a university degree or equivalent qualifications
- in a politically sensitive environment, possess excellent negotiating skills
- have an in-depth knowledge of the CEPT, EU institutions and ITU
- have a background in electronic communications
- have excellent organisational, interpersonal, analytical and drafting skills
- be fluent in written and spoken English; a working knowledge in French or German would be advantageous
- be a national of one of the 46 CEPT member countries.

**Main duties:**

- To have overall responsibility for ERO's management and ensure that the policies included in the provisions set out in ERO's statutes (as contained in Host Agreement, ERO Convention, Office Staff Rules) are adhered to
- To be responsible to the Council
- To prepare documents and participate in meetings of the Council, CEPT Assembly, ECC and other CEPT meetings as appropriate
- To develop a 3 year work programme and plan, seeking to ensure that manpower and budgetary resources are available
- To have overall responsibility for contract work performed by ERO
- To review and further develop proposals for the mission and vision statements of the ERO as well as to oversee the quality of work undertaken by ERO
- To prepare papers for the technical press and commercial conferences.

**Personal skills:**

- Ability to effectively manage and work with a multi-national team
- Ability to liaise effectively with representatives of governments, administrations, international organisations, users and industry and to respect both national confidentiality and sensitivity of information held by the Office
- Ability to identify essential issues in documents, meetings and discussions as well as to represent ERO.

**Mobility:**

Willingness to travel as required.

**Appointment:**

The appointment is foreseen to be on a fixed-term basis for 4 years with a possibility for extension up to a maximum of 8 years depending on the requirements of the Office.

The first six months of appointment will be a probationary period in order to determine suitability in all respects, including health, for the appointment to the post to be confirmed.

**Remuneration:**

An attractive remuneration package is envisaged.

ERO salaries are based on the IOS system and are paid in Danish Kroner. Salary scales are reviewed periodically. Details of employment terms and conditions will be contained in a letter of employment.

**Annual leave allowance:**

The leave allowance is 30 working days per annum with full pay in addition to Danish public holidays.

**Hours of duty:**

Working hours are 40 hours per week from Monday to Friday.

**Applications:**

Applications in English including a curriculum vitae and two references should be posted or e-mailed, to be received no later than 28 February 2006. Correspondence should be marked '*Confidential*' and sent to:

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