

EUROPEAN RADIOCOMMUNICATIONS OFFICE

Detailed vacancy announcement for a

NUMBERING, NAMING AND ADDRESSING EXPERT

Level:	Based on IOS A2/A3 grades, depending on experience and qualifications
Duty station:	Copenhagen, Denmark
Deadline for applications:	23 April 2004
Date for entry on duty:	1 September 2004

The successful applicant will:

- Provide support to the Numbering, Naming & Addressing Working Group of the CEPT/Electronic Communications Committee and its project teams, in the form of
 - organisation of and active participation in meetings
 - organisation of work programmes
 - management of website content associated with Working Group
 - collection of data from national regulatory authorities and other relevant organisations
 - analysis and problem-solving of issues under investigation by Working Group
 - drafting of reports and other Working Group deliverables
- Oversee the performance of the functions of the Registrar for the European Telephony Numbering Space, in particular manage a contract for performance of this function by a third-party company
- Support regulatory and administrative activities associated with the European Telephony Numbering Space in various forums
- Participate in relevant meetings and activities of bodies with the International Telecommunication Union and the European Telecommunications Standards Institute.

Qualifications and requirements of position:

Social competencies

- (1) Ability to adapt to and work effectively in a multicultural environment
Ability to work effectively in, contribute to, and lead teams
- (2) High-level written and oral communication skills
Effective presentation skills
- (3) Firm command of English in respect of oral and written comprehension, speaking and writing
Knowledge of another major European language would be an advantage
- (4) Ability to motivate oneself, set priorities and organise one's work

Analytical/conceptual skills

- (5) High-level analytical and conceptual skills

Organisational skills

- (6) Ability to effectively chair meetings and manage projects

Knowledge-based competencies

- (7) Close familiarity with the management and use of telecommunications numbering, naming and addressing resources
- (8) Familiarity with European telecommunications regulatory practices and EU communications law
- (9) Familiarity with the most common office software

Other requirements

- (10) Minimum of 5 years' work experience in a relevant field, or university-level qualifications in the field of public policy, law or engineering
- (11) Willingness to travel as necessary
- (12) National of one of the 46 CEPT countries.

Appointment

Appointment will be for four years, with a six months probationary period. Extensions of the appointment up to a maximum of eight years in total are possible.

Remuneration

The initial remuneration will be in the A2-6/A3-3 range of the IOS grading scale (DKK 49,139 to 56,462 per month) and is exempt from Danish income tax. Details of employment terms and conditions will be contained in a contract of employment.

Annual leave allowance

The annual leave allowance is 30 working days with full pay.

Hours of duty

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

Applications

Applications in English, accompanied by a curriculum vitae and two references should be sent by post, fax or e-mail to the address below, **no later than 23 April 2004** and should be marked "confidential" and "vacancy announcement".

Detailed information concerning the post can be obtained from ERO at the address below:

Mr Thormod BØE Director ERO Peblingehus, Nansensgade 19 DK-1366 COPENHAGEN K	Tel: +45 33 89 63 00 Fax: +45 33 89 63 30 E-mail: boe@ero.dk
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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 complement of 9 experts within the radio- and other telecommunications area, plus 7 support persons. It assists the Electronic Communications Committee (ECC) with studies, research and planning efforts.

In addition to supporting the ECC and its working groups 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 radio- and telecommunications fields 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;*
- *to oversee the registrar service for the European Telephony Numbering Space;*
- *to manage the One-Stop-Shopping procedure (OSS) for satellite licences and authorisations*

For more information about ERO see www.ero.dk.