



## EUROPEAN RADIOCOMMUNICATIONS OFFICE

# VACANCY ANNOUNCEMENT

## EXPERT

**Level:** Based on IOS A2/A3 grades, depending on experience and qualifications

**Duty station:** Copenhagen, Denmark

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

**Date for entry on duty:** 1 June 2006

### **Organisation:**

The EUROPEAN RADIOCOMMUNICATIONS OFFICE (ERO) is located in the city centre 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 a knowledge of regulatory affairs and interest in economic matters
- have a background in electronic communications
- have a knowledge of the CEPT, EU institutions and ITU
- have good organisational, interpersonal, analytical and drafting skills
- be fluent in written and spoken English; a working knowledge of French or German would be advantageous
- be a national of one of the 46 CEPT member countries
- have an appropriate professional qualification, university degree or equivalent.

**Main duties:**

- Provide support to the Working Group Regulatory Affairs of the CEPT/Electronic Communications Committee and its project teams, in the form of
  - organisation of and active participation in meetings
  - management of website content associated with the Working Group
  - collection of data from national regulatory authorities and other relevant organisations
  - analysis and problem-solving of issues under investigation by the Working Group
  - drafting of reports and other Working Group deliverables
- Support regulatory and associated administrative activities in various relevant forums
- Participate in relevant meetings and activities of relevant international bodies
- Coordinates studies on economic matters.

**Personal skills:**

- Ability to adapt to and work effectively in a multinational/multicultural environment
- Ability to work effectively in, contribute to, and lead teams
- Good written and oral communication skills
- Effective presentation skills
- Ability to motivate oneself, set priorities and organise one's work
- Possession of a general understanding of electronic communications systems with special emphasis on spectrum management, regulatory and economic matters
- Good analytical and conceptual skills
- Ability to effectively chair meetings and manage projects
- Familiarity with European telecommunications regulatory practices and EU communications law.

**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 may 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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Director ERO  
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