



european  
communications  
office

## **European Communications Office, Copenhagen Spectrum Expert**

Europe's 46 national frequency management administrations work together, in particular within the Electronic Communications Committee (ECC), to facilitate the most effective use of the radio spectrum across the continent for a wide variety of applications which are integral to modern society, from mobile phones, to broadcasting, to medical implants, aeronautical radars, Wi-Fi networks, and so on: the list is ever growing. Technological, economic and political developments make this a time of rapid change in how the spectrum is managed, and the administrations are committed to making these opportunities a reality, often balancing a large number of conflicting requirements. The ECC is committed to maintaining its technical excellence and objectivity to underpin this progress.

The ECO is here to help the administrations in their work, and this is an excellent opportunity to make your contribution to Europe's management of its vitally important radio spectrum.

You need to be able to demonstrate:

- significant experience in radiocommunications, and especially spectrum management issues;
- appropriate degree level academic qualifications and professional recognition;
- a good understanding of how spectrum is managed and administered in different countries and regions, preferably including some knowledge of the stakeholders and major players involved;
- experience in World Radiocommunication Conferences of the ITU.
- excellent analytical, diplomatic and communications skills.

We offer an excellent remuneration package and working environment in the city centre of Copenhagen. You must be prepared to spend a significant amount of time away with working group meetings throughout Europe. The working language of the office is English. Further important details of requirements, and the application procedure, are given below.

### **Principal Responsibilities**

The ECO is a small office (currently 12 staff) and experts should be able and willing to undertake a range of duties as required. The principal activities of the vacant post are expected to include:

- support the Office's expertise in spectrum management incl. World Radiocommunication Conferences across the range of frequencies and services, working closely with colleagues whose focus is on regulatory issues and in spectrum engineering; experience with SEAMCAT is advantageous.
- providing support to CEPT working groups (notably of the ECC), this support includes:
  - organisation of and active participation in meetings;
  - management of associated website content;
  - collection of data from national regulatory authorities and other relevant organisations;
  - analysing and summarising survey data, including questionnaire and consultation responses;
  - analysis and problem-solving of issues raised in the working groups;
  - drafting of reports and other working group deliverables;
  - chairing groups or acting as group secretary if required.

### Requirements of the position:

- Good technical knowledge of radiocommunications and spectrum management;
- Very good understanding of regulatory frameworks, the industrial perspective and particularly the radiocommunications environment at national, European and worldwide levels;
- Good analytical and conceptual skills;
- Excellent communication skills: drafting simple and complex documents; verbal interaction, and effective presentation skills;
- Naturally proactive team worker (as contributor or leader), ability to effectively chair meetings and manage projects;
- Ability to motivate oneself and set priorities and organise one's work;
- Ability to adapt to and work effectively in a multicultural environment;
- Good command of English (oral and written); knowledge of another major European language would be an advantage;
- Familiarity with the most common office software;
- Minimum of 5 years' work experience in a relevant field at a level of expert responsibility;
- Willingness to travel as necessary;
- National of one of the 36 out of 46 CEPT countries contributing to the financing of the ECO (a list of the countries is available [here](#)).

### Contractual

The appointment will be for four years, with possible extensions up to a maximum of eight years in total. The position comes with an attractive tax-free salary, and 30 days annual holiday. As living in Denmark and in, or close to, Copenhagen is required we also offer a relocation and settlement package as well as assistance with school fees if appropriate.

### Applications

Applications should be in English, accompanied by a curriculum vitae and two references (we will only approach references for the preferred candidate at the end of the selection process). They should be sent by e-mail to the address below, to arrive no later than 6<sup>th</sup> January 2024 and should be marked "confidential" and "vacancy announcement". Information about how the ECO processes personal data received can be found [here](#).

Interviews for short-listed candidates will be held in Copenhagen probably on the 20<sup>th</sup>-21<sup>st</sup> February 2024.

**Further information about the ECO can be obtained at [www.cept.org/eco](http://www.cept.org/eco) and at the address below:**

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