To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a staff officer for the ETSI Mobile Competence Centre

Dear Madam,  
Dear Sir,

The ETSI Mobile Competence Centre (MCC) provides technical and logistical support to the 3rd Generation Partnership Project (3GPP). Full details of 3GPP can be found at http://www.3gpp.org/. It also provides support to ETSI Technical Committee Smart Card Platform (SCP); see http://portal.etsi.org/Portal_Common/home.asp.

MCC is comprised of ETSI Secretariat staff, experts coming from or supported by 3GPP Individual Members, and experts provided on a voluntary basis by the 3GPP Partners (see http://www.3gpp.org/about-3gpp/mobile-competence-centre/mcchome).

A vacancy is available in MCC, and applications are now invited.

Candidates should have a general awareness of second-, third- and fourth-generation digital mobile communications, ideally some project management skills and an appreciation of standardization processes.

Project Managers support the 3GPP group or groups allocated to them according to the Task Description attached (annex 1). Since the groups supported may be varied from time to time according to need, a broad understanding of modern telecommunications technologies, both fixed and mobile, is desirable. Nevertheless, applications will be welcomed from less experienced candidates who show an aptitude and enthusiasm, for whom appropriate on-the-job training will be provided.

Successful candidates will be able to organize and prioritize their work with the objective of providing the 3GPP community with a service meeting the high standards it has come to expect. Although under the supervision of the Director of the ETSI Mobile Competence Centre, the position will suit people capable of taking initiative and working autonomously within the Team.

The Mobile Competence Centre is based at the ETSI Headquarters in Sophia Antipolis, France. Extensive global travel will be required to support meetings.

The working language is English, and an excellent command of spoken and written English is essential.

Applications for this position should be received preferably before 31 May 2015, and should include a Curriculum Vitae of the candidate, in English, together with a short description of the relevant technical qualifications held and experience gained.

You will find enclosed the task description (Annex 1), the contact details (Annex2), a general note on terms and conditions of employment at ETSI (Annex 3). Applications should be submitted by E-mail to candidatures@etsi.org.

Yours faithfully,

Luis Jorge ROMERO  
Director-General
Responsibilities:

The Project Manager is responsible for providing project management and logistic support to the allocated Technical Specification Group and/or Working Group.

The Project Manager will act with the level of autonomy that may be expected from a professional engineer with particular technical skills and experience in the field of mobile telecommunications standardization.

The successful candidate will have a duty of impartiality in all matters relating to 3GPP. His/her technical interventions should be limited to identify and potentially propose solutions to technical problems or deviation from accepted 3GPP procedures, without showing bias in favour of any one solution amongst a number of equal technical merit. In attending a 3GPP meeting, and in exchanges via e-mail, telephone, etc., the expert shall represent the interests of the 3GPP community.

Activity description

Project support

Considering his specific technical skills and experience in the field of mobile telecommunications standardization, the Project Manager will:

- Become familiar with the contents of the Technical Specifications and Technical Reports of the group(s) for which he/she is responsible. Also become familiar with other work within 3GPP in order to be able to appreciate the context of the group's work.

- Act as a technical focus for queries from the group's officials, delegates, colleagues, or third parties relating to the group's sphere of activity. (Questions may be answered directly, or passed to rapporteurs/delegates, as appropriate.) All such queries should be acknowledged.

- Provide official reports of the group's meetings, highlighting actions and open points. Ideally, a first draft should be made available to delegates immediately after the close of the meeting. In any case, a clean draft should be circulated within five working days for review. This implies competent typing skills.

- Check all Change Requests for technical problems, conflicts and incompatibility, and check that they have been written to the latest versions of the underlying TSs/TRs.

- Check all text intended to be included in 3GPP Technical Specifications or Technical Reports (i.e. in draft TSs/TRs or in Change Requests) and, in collaboration with the authors/rapporteurs, ensure that the text is appropriate and in conformity to the 3GPP drafting rules (TR 21.801).

- Upgrade draft TSs and TRs which the TSG has approved to come under change control to the appropriate version and deliver them to the Specifications Manager.

- Maintain the TSs/TRs under the responsibility of his/her group by implementing the TSG-approved CRs and delivering the revised TSs/TRs to the Specifications Manager.

- By interaction with other members of MCC, check the overall consistency of the 3GPP Project. Provide appropriate input and updates to the Technical Coordinator for inclusion in the 3GPP Work Plan.
Logistic support

The Project Manager shall act as secretary to the assigned group or groups. The nature of appropriate support may vary from group to group, and will be established in discussion with the group's elected officials (chairman, vice-chairmen). The list below provides a general basis.

- Prior to meetings: ensure invitation is dispatched in good time (normally it is the responsibility of the meeting host to send the invitation); establish file server directory; assist the chairman in providing the agenda and meeting schedule; using the appropriate web-based tools, upload the agenda and prepare the contribution document list; ensure that all incoming liaison statements are provided to the meeting; implement agreed actions and present results to parent body as appropriate.

- At meetings: distribute draft versions of the minutes whenever possible; ensure distribution of documents (provide and run a WLAN, file server, and internet router); allocate contribution document (TDoc) and Change Request (CR) numbers as necessary, ensure that "mirror" CRs are produced in all appropriate cases; advise the chairman on the 3GPP working procedures, drafting rules, etc.; assist the chairman in conducting votes.

- After the meetings: send all outgoing liaison statements to the MCC Assistant responsible for handling them; in the case of WG meetings, collate all agreed CRs into sets for presentation to the TSG; do a last check for conflicts / drafting rules compliance. Following approval of CRs at TSG level, implement them by incorporation into the corresponding TSs and TRs, and make the new versions available by the preset deadline.
## Annex 2  Contact details

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tel:</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Mr Adrian Scrase</td>
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GENERAL INFORMATION
ON CONDITIONS OF EMPLOYMENT FOR ETSI SECRETARIAT STAFF

1. **SALARY**

The annual gross salary will range from 51 000 € to 55 000 €. Salaries will be fixed in accordance with relevant experience and qualifications.

2. **DURATION OF THE CONTRACT**

Candidates to be recruited as staff will be offered a permanent position.

3. **PLACE OF WORK**

The post will be based in Sophia Antipolis near Nice, France. Freedom to travel world-wide will be required.

4. **LANGUAGE**

The working language at ETSI is English. Knowledge of French and German is appreciated.

5. **TRAVEL AND REMOVAL EXPENDITURES**

ETSI will reimburse travel and removal costs for the new employee and his/her family for their relocation. The same costs will be reimbursed at the end of the contract, when the employee returns to his/her country.

6. **PENSIONS**

The employee will be affiliated to the French pension organization.

7. **SOCIAL SECURITY AND INCOME TAX**

Gross salary and all allowances are subject to social security contributions, including pension contributions, deducted at source, in accordance with French law.

In addition to the French social security system, ETSI subscribes to a complementary insurance scheme. The cost of this subscription is shared by ETSI and the employee, with the employee contribution deducted from monthly salaries.

French regulations will be applied for income tax which will be paid directly by the employee.

8. **ANNUAL LEAVE**

Staff members are entitled to annual leave with full pay, at the rate of 2.5 working days for each month employed by ETSI.

Staff members not recruited locally are entitled to reimbursement of travel expenses for “home leave” of their family and themselves to return to their original residence. This allowance is also subject to social security contribution and income tax.
10. **ALL OTHER MATTERS ARE REGULATED BY FRENCH LAW**

As an employer, ETSI is subject to French labour law ("code du travail") and in particular the national labour agreement ("convention collective of research offices, and consulting companies").