To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Technical Officer for the ETSI Operations Division

Dear Madam,  
Dear Sir,

The Operations Division within the ETSI Secretariat provides comprehensive support to ETSI Technical Committees, Special Committees, Projects, Partnership Projects and Industry Specification Groups.

A vacancy now exists for a Technical Officer within the Operations Division and applications are invited.

Candidates should have a graduate level education, appreciation of standardization processes, project management skills and will ideally have five years of direct experience in at least one standardization activity. Nevertheless, applications will be welcomed from less experienced candidates who show 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 a level of service that meets the high standards expected of the ETSI Secretariat. The position will suit people capable of taking initiative and working autonomously within a team.

Applications will be particularly welcomed from candidates having experience in one or more of the following domains:

- Core network and IP networking protocols (e.g., SIP, SS7, ISDN, TCP/IP, UDP, HTTP, IP Multicast, EPC and IMS);
- Optical Networking;
- Network evolution (NFV/SDN), IPv6 and beyond;
- SIM technology, authentication, security and subscription management;
- API/SDK applications, open source / programming knowledge.

The post will be based at the ETSI Headquarters in Sophia Antipolis, France. Extensive travel will be required.

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 August 2016, 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). Applications should be submitted by E-mail to candidatures@etsi.org.

Yours faithfully,

Luis Jorge ROMERO  
Director-General

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Collective Letter 16_3301  
AS/jl  
06/07/2016  
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## TASK DESCRIPTION : Operations Technical Officer

### ORGANISATIONAL FIT

<table>
<thead>
<tr>
<th>ROLE TITLE: Technical Officer</th>
<th>REPORTS TO: Director xxx</th>
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<tbody>
<tr>
<td>DIVISION/DEPARTMENT: OPS/yyy</td>
<td>PERSONNEL/STAFF: None</td>
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<tr>
<td>NAME OF PERSON:</td>
<td>ROLE GLOBAL GRADE: 13</td>
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**ROLE PURPOSE:**
- Support the standardization activities to which he/she is assigned.

### KEY RESPONSIBILITIES AND ACTIVITIES

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<th>Key Responsibilities</th>
<th>Key Activities/Decision Areas</th>
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| 1. Support each standardization activity to which he/she is assigned | - Act as prime ETSI Secretariat contact for the standardization activity.  
- Supervise the operation of the standardization activity under the relevant Directives, monitor progress of work programme.  
- Advise the group on the application of the relevant directives, drafting rules, and common best practice.  
- Ensure that deliverables are fit for purpose, and in-line with the relevant directives, drafting rules and quality recommendations, and accompany them through the drafting and publication phases.  
- Act as secretary where appropriate, provide official reports of the group's meetings, highlighting actions and decisions.  
- Ensure that decisions, actions, approval of new work items and deliverables are properly recorded and communicated within the Secretariat.  
- Monitor activities of other relevant groups, both inside and outside of ETSI and advise of relevant activities as required.  
- Take appropriate actions to develop and maintain personal expertise in the relevant technical areas, and associated regulatory and market affairs. |
| 2. Act as the permanent representative of the assigned standardization activity within the Secretariat | - Act as point of reference for all activities relating to the standardization activity.  
- Advise colleagues of follow-up actions that need to be taken, and track progress. Review follow-up actions to ensure that they follow correctly the decisions of the group and are in line with the relevant directives,  
- Initiate, monitor and report on Secretariat activities relevant to the standardization activity (e.g. task forces, external relations, testing & interop),  
- Ensure accuracy of databases, portal and web  
- Report and promote the work of the standardization activity both internally and externally as required.  
- Act as “account manager” with the external organisations |
| 3. Work as an effective team member | - Share knowledge and experience with colleagues.  
- Inform colleagues by regular presentations and written briefings of relevant standardization activities.  
- Act as back up for colleagues in the event of absence or temporary overload. |
| 4. Other responsibilities | - Any other demands imposed by ETSI Management |
### PEOPLE AND FUNCTIONAL INTERFACES (Internal)

- Directors within the Operations Division
- Directors within the Services Division
- Senior Technical Officer STF
- Quality & Process Director
- Legal Director
- Strategy Development Director
- Head of External Relations
- Editors in DPC
- Other Operations staff

### PROFILE SPECIFICATION

#### Essential job profile related education, experience and skills

- University degree or equivalent in Electronic, Telecommunications, or Information Technology Engineering
- Balance of skills and experience including:
  - a) Knowledge/experience of telecommunications engineering
  - b) Knowledge/experience of legal and regulatory issues affecting telecommunications standardisation
  - c) Knowledge/experience of formal and informal standardisation processes in Europe and globally
- Experience of representing an organisation in an international context
- Team player with organisational skills and the ability to work autonomously when required
- Self-motivated, positive attitude, with willingness and ability to learn
- Excellent oral and written communication in English
- Ability to participate in an international technical meetings/working groups
- Good presentational skills
- Ability to communicate in another European language is desirable
- Project management experience
## Annex 2  Contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tel:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Scrase</td>
<td>ETSI CTO</td>
<td>+33 (0)4 92 94 42 54</td>
<td><a href="mailto:adrian.scrase@etsi.org">adrian.scrase@etsi.org</a></td>
</tr>
<tr>
<td>Katia de Matteis</td>
<td>ETSI Human Resources Director</td>
<td>+33 (0)4 92 94 43 18</td>
<td><a href="mailto:katia.dematteis@etsi.org">katia.dematteis@etsi.org</a></td>
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