



Ahmed Toumi
Director General and
Chief Executive Officer

19 March 2009

Ref: ITSO2009-LEG

TO: ALL PARTIES TO THE AGREEMENT RELATING TO THE INTERNATIONAL
TELECOMMUNICATIONS SATELLITE ORGANIZATION (ITSO)

SUBJECT: POSITION VACANCY IN ITSO:
DIRECTOR, LEGAL AFFAIRS

The Director General and Chief Executive Officer has the honour to inform the Parties that ITSO is seeking qualified candidates with significant senior level expertise for the position of Director, Legal Affairs.

The Parties are invited to circulate this vacancy notice to all potential sources of recruitment including universities, institutes, associations of attorneys and the private sector as the case may be. Details regarding the purpose, major responsibilities and desirable qualifications of the position are attached hereto.

In accordance with decision 8(f) of the Twenty-Fifth Assembly of Parties the "...number and composition of the staffing of the ITSO executive organ and the deployment thereof shall be left to the discretion of the Director General of ITSO, with consideration given to the possible advantages of recruitment and deployment on a regionally and geographically diverse basis."

I should be obliged if Parties would let me know the names of qualified candidates for the above position by **15 May 2009**. The nominations and curriculum vitae of the candidates should be sent to:

ITSO
Ref: ITSO2009-LEG
E-mail: dbastin@itso.int
Fax Number: 1-202-243-5018

Yours faithfully,

A handwritten signature in black ink, appearing to be "A. Toumi", written over a horizontal line.

Attachment: Position Description No. ITSO2009-LEG

International Telecommunications Satellite Organization

3400 International Drive NW, Washington DC 20008-3006 USA • Tel.: 1.202.243.5096 • Fax: 1.202.243.5018 • E-mail: itsomail@itso.int

POSITION DESCRIPTION No. ITSO2009-LEG

Director, Legal Affairs

MAJOR RESPONSIBILITIES

- Performs administrative and management functions related to the practice of law, including writing legal documents; interpreting laws and regulations; and organizing, planning, and prioritizing all legal issues pertinent to the day-to-day operations of the Organization.
- Provides legal advice and counsel to the Organization concerning business transactions, risk management and legal liabilities, rights, and obligations.
- Examines legal data and confers with law firms with specialties appropriate to legal issues to establish and verify bases for legal proceedings. Acts as liaison between ITSO and retained law firms and reviews work product to ensure efficient and effective handling of legal matters.
- Assists as liaison between ITSO and the Host Country on all matters related to the U.S. legislation, including the Orbit Act, the Communications Act, and other laws relevant to ITSO.
- Ensures that internal and public legislative documents conform to ITSO's policies and public information program, promotes ITSO's leadership role in the U.S. telecommunications satellite community, and effectively communicates ITSO's message to relevant stakeholders. This includes substantial contributions to ITSO's internal and external Web sites, preparation of press releases, and other public outreach programs, and serving as spokesperson at events and in the media when appropriate.
- Prepares position papers, articles, and speeches.
- Carries out other duties that may be assigned.

QUALIFICATIONS AND EXPERIENCE

- A primary Bachelor of Laws (LL.B., equivalent to U.S. Juris Doctor Degree).
- Current admission to practice law in a country.
- Subject matter depth in international business law, particularly including academic and professional experience in legal systems of various countries.
- Experience with the U.S. legal system and industry, in particular with international policy and regulatory matters before the Federal Communication Commission.
- 2 to 3 years of progressively responsible legal experience.
- Advanced skills in legal research and writing.
- Understanding of legislative strategies and policy development in the U.S.
- High level of political sensitivity and ability to liaise and maintain good working relations with executives and officials at all levels.
- Experience with conflict resolution techniques, public speaking, lobbying, and presentation of complicated legislative issues in a manner accessible to the broader public.
- Superior communication ability in English (written and oral) with knowledge of Spanish or French highly desirable.

COMPENSATION AND BENEFITS SUMMARY

ITSO provides a comprehensive benefits package, including relocation and resettlement benefits, home leave, health and disability insurance, variable life insurance with a savings component, a generous 401(k) pension plan, and education benefits for the staff member's dependent children.

The starting salary for this position ranges between \$60,000 and \$70,000 net of U.S. taxes with annual pay adjustment and cash bonus opportunities.

TYPE OF APPOINTMENT

Fixed-term up to two years with a possibility of extension.