

To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Legal Affairs Officer within the “Directorate General” in the ETSI Secretariat

Dear Madam,
Dear Sir,

We are seeking to recruit a Legal Affairs Officer within the “Directorate General” in the ETSI Secretariat. The deadline for submitting applications is **31 March 2008**.

The Legal Affairs Officer will participate in the management of legal affairs activities across ETSI Secretariat.

This is a newly-created position and includes the following responsibilities:

- Draft and negotiate a broad range of co-operation agreements with international bodies, contracts, including IT and services.
- Undertake legal research and advise on the procedural and organizational aspects of the Institute and other general legal affairs.
- Support in the management of IPRs belonging to ETSI, particularly the handling of the Institute’s copyrights.
- Provide legal training to ETSI Staff and participate in Committees of internal or various external bodies.

Based in Sophia-Antipolis, France and reporting to the Legal Affairs Director, the successful candidate will be a qualified lawyer and possess:

- 2-3 years of legal experience preferably gained at the international level in technology-driven fields
- Solid experience in IT, IP and contract management
- Good negotiation skills
- Knowledge of French law would be beneficial
- Excellent level of English, including the ability to write accurately, concisely and quickly
- Working knowledge of French and/or German would be an asset

This is a most exciting challenge providing an opportunity to work in a small team at an international level in a dynamic and fast evolving environment.

The successful candidate will be an enthusiastic person with good communications skills, a “hands-on” mentality and an autonomous way of working.

The employment contract will have an initial maximum duration of eighteen months, and may thereafter be converted into a contract of unlimited duration.

Please circulate this call for recruitment as widely as possible in your organization.

You will find enclosed a general note on terms and conditions of employment at ETSI. Applications may be submitted by E-mail to candidatures@etsi.org.

Yours faithfully,

Dr. Walter Weigel
Director General

GENERAL INFORMATION ON CONDITIONS OF EMPLOYMENT FOR ETSI SECRETARIAT STAFF

1. SALARY

Salaries will be fixed in accordance with relevant experience and qualifications.

There is in addition, a rental allowance per month.

2. DURATION OF THE CONTRACT

The contract will have a maximum duration of eighteen months. At the end of the contract, it may be transformed into a permanent one. During the contract, in the interest of the Institute, the Director-General may modify staff functions and responsibilities.

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. EDUCATION ALLOWANCE

Professional staff members who are not French nationals are eligible for an education allowance (ranging from 1 680 to 7 500 Euros) for each dependent, school-age child, which is subject to French tax and social security charges.

7. PENSIONS

The employee will be affiliated to the French pension organization.

8. 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.

For example: For a family with two dependent children, the following amounts can be estimated:

In Euros per month for the year 2006

Gross salary + rental allowance (1)	Social & pension contributions(2)	Income tax(3)	Net monthly income (1) - (2) - (3)
3.420	821	43	2.556
3.820	917	65	2.838
4.700	1.128	135	3.437
5.200	1.300	176	3.724
5.630	1.351	224	4.055
5.980	1.435	258	4.287
6.670	1.601	324	4.746

These amounts are only estimations. They vary with the changes in French law.

9. 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").