



To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Radio Performance and Protocol Specialist staff officer or contracted expert 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 several ETSI Technical Bodies working in the field of mobile telecommunications, specifically Mobile Specifications Group (MSG), Railway Telecommunications (RT), and 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/Support/support.htm>).

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

Candidates should have a good general knowledge of second, third and candidate fourth generation digital mobile communications, together with project management skills and an appreciation of standardization processes. An understanding of the three-stage standardization method described in ITU-T Recommendation I.130 will be useful.

The Project Manager will 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 and experience of cellular communications and standardization processes is important. However, in the first instance, preference will be given to candidates having expertise in the following fields:

Radio performance and protocol aspects (system) - RF parameters and Base Station conformance, including:

- Radio specification for the Base Station and evolved Base Station, Repeater and Evolved Repeater, Terminal and evolved Terminal;
- Base Station and evolved Base Station, Repeater and Evolved Repeater Radio Conformance test specifications;
- Base Station and evolved Base Station, Repeater and Evolved Repeater EMC specification;
- Terminal and evolved terminal EMC specification;
- Radio Link requirement specification;

- Cell selection/reselection performance requirement specifications;
- Performance requirements in support of Radio Resource Management;
- Specification of the accuracy of measurements offered by the physical layer to the upper layers Radio system scenario analysis and simulation.

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 Vice-President, International Partnership Projects, the positions 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, where the Secretariat offers the necessary support. Extensive global travel will be required to support meetings.

An excellent command of spoken and written English is essential.

Applications for this position should be received preferably **before 9 October 2009**, and should include a Curriculum Vitae of the candidate, in English (using the form in annex 4), together with a short description of the relevant technical qualifications held and experience gained.

Recruitment may be on the basis of either a staff position (individual candidature) or as a contracted expert (candidature proposed by a Company).

- Companies proposing candidates will be offered, if selected, a fixed duration service contract (12 months), which may be renewed by mutual agreement. The employer, with whom the contract will be made, must be an ETSI Member (see [ETSI Membership Information](#)) or an Individual Member of 3GPP (see <http://webapp.etsi.org/Queryform.asp>). Valuable candidatures from Companies which are not ETSI or 3GPP Members may also be considered, however, a support letter from a Member of ETSI or 3GPP is required. More information about the contractual conditions can be found on the ETSI Portal (see [contractual conditions for STF expert](#)).
- Candidates to be recruited as staff will be offered a limited duration contract of 18 months.

You will find enclosed the task description (Annex 1), the contact details (Annex2), a general note on terms and conditions of employment at ETSI (Annex3 not for contracted expert) and a CV model (Annex 4). Applications should be submitted by E-mail to candidatures@etsi.org. Please indicate whether the application is for a staff position or a contracted expert position (or either).

If applying as a contracted expert, please add a letter of the employer proposing a service contract.

Yours faithfully

Dr. Walter Weigel
Director-General

Annex 1

TASK DESCRIPTION : Technical Officer ***(Grade: P1-P3(Post band P1-P3) if ETSI staff)***

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.

Although he/she may be seconded from a 3GPP Individual Member or Organizational Partner and remains at all times an employee of that COMPANY, the expert has a duty of neutrality 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.
- 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.
- In the case of Project Managers supporting TSGs, prepare a "highlights" report of each plenary meeting. This report should be aimed principally at people not involved in 3GPP work, so should be in non-technical language insofar as possible.
- In the case of Project Managers supporting TSGs, and by agreement with the TSG chairman, prepare a report of the TSG's activities for presentation to the ETSI Operational Coordination

Group (OCG); by agreement with the TSG chairman, attend OCG meetings on behalf of the chairman, and present this report.

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; prepare document list (potentially using [Automatic Document Numbering](#)); assist the chairman in providing the agenda and meeting schedule; 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); allocate contribution document (TDoc) and Change Request (CR) numbers, 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. At TSG meetings, support the WG chairman in presenting the WG's report and in any other matters as agreed with the WG chairman.
- 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.

Annex 2 Contact details

Mr Adrian Scrase	ETSI Vice-President International Partnership Projects	Tel: +33 (0)4 92 94 42 54 mailto:adrian.scrase@etsi.org
Ms Dominique Périssol	ETSI Human Resources Director,	Tel: +33 (0)4 92 94 43 18 mailto:dominique.perissol@etsi.org
Mr Alberto Berrini	STF Support Unit Director	Tel: +33 (0)4 92 94 42 64 mailto:alberto.berrini@etsi.org

Annex 3**GENERAL INFORMATION
ON CONDITIONS OF EMPLOYMENT FOR ETSI SECRETARIAT STAFF****1. SALARY**

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

The annual gross salary will range from 39.600€ to 80.640€. There is in addition, a rental allowance from 120€ to 280€ gross amount per month.

2. DURATION OF THE CONTRACT

The contract will have a duration of eighteen months. 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").

**Annex 4 Recruitment of a staff officer or a contracted expert
for the ETSI Mobile Competence Centre**

ETSI staff post	Yes No
Contracted Expert	Yes No

PERSONAL INFORMATION

Name
Address
Telephone
Fax
E-mail

Nationality
Date of birth

**EMPLOYER INFORMATION
(FOR CONTRACTED EXPERT PROPOSAL ONLY)**

Company Name
Membership

ETSI Member (yes/no) 3GPP Member (yes/no)
Supporting Member, if the Company is not ETSI or 3GPP Member:
(support letter to be annexed)

Person proposing the candidature
Address
Telephone
Fax
E-mail

Firstname, Lastname, role in the Company

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

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- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

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- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
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- Principal subjects/occupational skills covered
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**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

SOCIAL SKILLS

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

ORGANISATIONAL SKILLS

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

TECHNICAL SKILLS

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

ARTISTIC SKILLS

AND COMPETENCES

Music, writing, design, etc.

OTHER SKILLS

AND COMPETENCES

Competences not mentioned above.

[Describe these competences and indicate where they were acquired.]

DRIVING LICENCE(S)

For tourism vehicles

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons,
references, etc.]

ANNEXES [List any attached annexes.]