



To: ETSI MEMBERS, OBSERVERS AND COUNSELLORS

Subject: Recruitment of a Project Manager 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>).

An ETSI Secretariat staff vacancy is available for a Project Manager in MCC and applications are now invited.

Candidates should have a good general knowledge of 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 allocated 3GPP group(s) 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 one or more of the following fields:

- Security aspects of cellular systems and encryption algorithms;
- Telecommunications Network and Service Management.

The successful candidate 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 Head of MCC, 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, 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 31 January 2012**, 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 job description (Annex 1), the contact details (Annex2) and a general note on terms and conditions of employment at ETSI (Annex 3). Applications may be submitted by E-mail to candidatures@etsi.org.

Yours faithfully

Mr. Luis-Jorge Romero
Director-General

Annex 1

JOB DESCRIPTION

ORGANISATIONAL FIT	
ROLE TITLE: Technical Officer	REPORTS TO: Vice-President IPP
COMPETENCE CENTRE/UNIT: IPP/MCC	PERSONNEL/STAFF: None
NAME OF PERSON:	ROLE GLOBAL GRADE: 13
ROLE PURPOSE: Acting as Project Manager, being responsible for providing project management and logistic support to the allocated ETSI Technical Body or 3GPP Technical Specification Group and / or Working Group.	

KEY RESPONSIBILITIES AND ACTIVITIES	
Key Responsibilities	Key Activities/Decision Areas
1. Project Support	<p>Considering his specific technical skills and experience in the field of mobile telecommunications standardization, the Project Manager will:</p> <ul style="list-style-type: none"> • 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

	<p>aimed principally at people not involved in 3GPP work, so should be in non-technical language insofar as possible</p> <p>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.</p>
<p>2. Logistic Support</p>	<p>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.</p> <ul style="list-style-type: none"> • 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 <u>Automatic Document Numbering</u>); 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 Standardization Support Professional 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.

<p>PEOPLE AND FUNCTIONAL INTERFACES</p>
<ul style="list-style-type: none"> • Staff and Contractors within the IPP Competence Centre

<p>PROFILE SPECIFICATION</p>
<p>Essential job profile related education, experience and skills</p> <ul style="list-style-type: none"> • Thorough knowledge of second and third generation digital mobile communications. • Excellent project management skills. • An appreciation of standardization processes. • An understanding of the three-stage standardization method described in ITU-T Recommendation I.130. • Ability to organize and prioritize work. • Excellent command of the English language. • Command of other languages an asset. • PC literate and fully conversant with Microsoft Office package (Word, Excel, Access). • Good organizational skills. • Good inter-personal skills. • Good global awareness and experience of working in a multicultural environment. • Ability to travel frequently.

Annex 2 Contact details

Ms Dominique Perissol	ETSI Human Resources Director	Tel: +33 (0)4 92 94 43 18 mailto:dominique.perissol@etsi.org
Mr Adrian Scrase	ETSI Vice President International Partnership Projects	Tel: +33 (0)4 92 94 42 54 mailto:adrian.scrase@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. For information the annual gross salary will range from 50 000€ to 75 000€.

2. DURATION OF THE CONTRACT

Candidates to be recruited 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. 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, married with two dependent children, the following amounts can be estimated:
In Euros per month for the year 2011:

Monthly gross salary (1)	Social & pension contributions (2)	Income tax (3)	Net monthly income (1)-(2)-(3)
4000	900	75	3029
4500	1013	84	3383
5000	1125	94	3722
5500	1238	103	4060
6000	1350	113	4399
6500	1463	122	4738
7000	1575	131	5076

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”).