

Vacancy Announcement

Director

The current ECO Director's contract expires in March 2023. The ECO Council is now seeking his replacement with a start date of 1 April 2023.

**Organisation**

The European Communications Office (ECO) is the permanent office of the European Conference of Postal and Telecommunications Administrations (CEPT), an organisation where policymakers and regulators from countries across Europe collaborate to harmonise telecommunication, radio spectrum and postal regulations. Its website is at [www.cept.org/eco](http://www.cept.org/eco).

The ECO has a staff of 12 and an office in Copenhagen where the working language is English.

**The Primary functions of the ECO are:**

* to provide a centre of expertise which shall act as a focal point, identifying problem areas and new possibilities in the postal and electronic communications field and to advise the CEPT Presidency and the Committees accordingly;
* to draft long-term plans for the future use of scarce resources utilised by electronic communications on a European level;
* to liaise with national authorities, as appropriate;
* to support and work together with national frequency management authorities;
* to conduct consultations on specific topics or parts of the frequency spectrum;
* to publish CEPT deliverables (Decisions and Recommendations) and keep a record of their implementation; and
* to be the custodian of the CEPT archives and to disseminate CEPT information as appropriate

**The main duties of the Director are the following:**

* Responsible to the Council for the administration and management of the ECO and duties carried out by the staff, including:
	+ profit-and-loss accountability;
	+ to ensure that the ECO’s framework policies are developed appropriately; and
	+ that the expectations of Council are fulfilled, especially in terms of the agreed budget and workplan.
* To have overall responsibility for the work performed by ECO;
* To ensure that the policies included in the provisions set out in the statutes governing ECO are adhered to;
* To prepare documents and contribute appropriately to meetings of the Council, CEPT Assembly, ECC and other CEPT meetings as appropriate, as well as to represent CEPT externally when required;
* To develop a 3 year work programme and plan, seeking to ensure that manpower and budgetary resources are available and efficiently managed;
* To review and further develop proposals for the mission and vision statements of the ECO; and
* To prepare papers for the technical press and commercial conferences when required.

**Qualifications and requirements**

Candidates must

* have proven managerial skills, leadership capability and experience at a senior level;
* have a university degree or equivalent qualifications;
* have a background in electronic communications;
* in a politically sensitive environment, possess excellent negotiating, communication and cooperative working skills;
* have a adequate knowledge of the CEPT, EU institutions and the ITU;
* be fluent in written and spoken English; a working knowledge of French or German would be advantageous; and
* be a national of one of the 36 countries which contribute to the financing of the ECO.

**Personal skills**

* Have excellent organisational, interpersonal, analytical and drafting skills;
* Ability to effectively manage and work with a multi-national team;
* Ability to liaise effectively with representatives of governments, Administrations, international organisations, users and industry and to respect both national confidentiality and sensitivity of information held by the Office; and
* Ability to identify and influence as appropriate essential issues in documents, meetings and other fora.

**Contract on offer**
The appointment will be for four years, with two possible extensions up to a maximum of eight years in total. The position comes with an attractive tax-free salary and 30 days annual holiday. As living in, or close to Copenhagen is required, we also offer a relocation and settlement package as well as assistance with school fees if appropriate. Details of employment terms and conditions will be contained in a contract of employment.

**Enquiries**

Mercuri Urval ([www.mercuriurval.com](https://www.mercuriurval.com)) are assisting in this process. All enquiries about this position are to be addressed to Mr Christian Enevoldsen:

Tel: +45 39 45 65 00

Mobile: +45 20 30 45 60

Email: christian.enevoldsen@mercuriurval.com

**Interviews**

Selected applicants must be available to attend, if required, an online interview in the period 25 – 28 October 2022. Short listed applicants must be available to attend an in-person interview in Copenhagen in the period 7 – 10 November 2022. Applicants must be willing to undergo psychometric testing.

**Applications**

Applications must be in English and consist of a curriculum vitae, two references (only the preferred candidate(s) refences will be approached at the end of the selection process) and a cover letter detailing how your qualifications and personal skills make you a suitable candidate for this role.

These must be sent as one pdf document, by email to the address below, to arrive no later than 22 September 2022 and should be marked "Confidential" and "ECO Director - vacancy announcement".

Dr. Samuel Ritchie

Chairman of the ECO Council

samuel.ritchie@comreg.ie