

February 2024

Title: UN coordination in the Arab Region Intern

Bureau/Dept/Unit: BDT/Arab Regional Offfice

Supervision: Karim Abdelghani / Programme Coordinator

Duration: 11 months maximum

Location: ITU Arab Regional Offie – Cairo, Egypt

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

1. **Organizational Unit**:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department

- Partnerships for Digital Development Department

- Digital Networks & Society Department

- Digital Knowledge Hub Department

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

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| 1. **Organizational context:**   The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department. |

## **Terms of Reference / Internship Objective:**

Under the supervision of the Programme Coordinator in the ITU Arab Regional Offie, the Intern will:

• Help in the coordination, participation, and effective engagement within the UN Country Teams (UNCTs) in the Arab region.

• Establish and maintain a database of key focal points of the UN system in the region including contact details for resident coordinators, focal points in their offices, and focal points in regional and national offices of UN agencies and continuously update the mapping and contact base of UN organizations.

• Identify and monitor the achievement by ITU of timelines for the development of Common Country Assessments (CCAs) and UN Sustainable Development Cooperation Frameworks (UN SDCF) in the countries of the region.

• Assist in formulating and drafting ITU inputs to the CCAs and UN SDCFs of the countries in the region, related to the digital transformation and development.

• Participate in UN Country Team (UNCTs) meetings and report on areas relevant to ITU’s work in the region.

• Develop draft background papers, analysis, briefing notes and other document supporting the participation and engagement of the ITU Regional Office in meetings/events/activities with UNCTs, UN Regional Commission, UN Regional Development Cooperation Office, regional offices of UN agencies.

1. **Competencies**

**Technical Competencies** *(Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):*

* Good interpersonal communication, collaboration and organization skills
* Outgoing and comfortable with public speaking
* Embrace opportunities to take initiative and try new tasks
* Proactive and creative

1. **Qualifications required**
2. **Education**:

Studies in any field related to ICTs or political science

1. **Work experience**:

No work experience is required.

1. **Languages:**

English required and knowledge of another UN official languages (Arabic or French) would be an advantage.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* UN development framework with a focus on ICTs

1. **Additional information**

The intern should be passionate about technology and international relations