

February 2024

Title: Intern – Internship, NYO

Bureau/Dept/Unit: SG/SPM/UND

Supervision: ITU Representative to the UN in NY

Duration: 6 to 11 months maximum

Location: UNHQ, New York

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 General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporative and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

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| 1. **Organizational context:** |

The ITU’s Liaison Office to the United Nations is located nearby UN Headquarters in New York, USA. The Liaison Office supports the ITU’s mission and strategic objectives by:

* Coordinating ITU relations with the UN System and advocating for ITU priorities to be reflected in the UN’s work and outputs
* Responding to requests from UN entities and others for ITU inputs and information
* Representing the ITU in relevant UN events, meetings, processes, networks, inter-agency coordination mechanisms and reports on ICT issues and disseminates information
* Raising awareness of the core functions of ITU and its work among the UN and diplomatic communities
* Raising awareness within the ITU of the UN multilateral agenda and global processes, such as relating to Agenda 2030 and the Sustainable Development Goals
* Building and strengthening ITU relationships within the UN community
* Coordinating and supporting ITU delegations to UN meetings and functions

To raise awareness of ITU’s work products and relevant themes, the Liaison Office hosts or co-hosts a number of sessions or side events at the UN in New York throughout the year and frequently speaks at other events both inside and outside the UN. ​​​

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

Under the supervision of the ITU Representative to the UN in NY, the Intern will:

* Attend meetings and events to stay current on issues and actions that are relevant to ITU’s mandate and provide clear and concise briefs on meetings
* Develop content for social media outreach
* Undertake research on key issues for the production of statements and talking points for use at UN meetings
* Assist in the development and/or sourcing of information materials for distribution to UN Member states as well as other key stakeholders to enhance their understanding and knowledge of ITU’s activities on relevant development issues
* Support the organization on briefings and outreach activities at the UN

1. **Competencies**

**Technical Competencies**

* Strong oral and written communications and interpersonal skills
* Ability to work in a multicultural environment
* Initiative, creativity and flexibility
* Ability to work under time pressure

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

University degree in Law, economics, management, social media or other related fields /University degree

* be between 18 years, but not more than 30 years of age
* be a national from an ITU Member State (there are 193)
* be still studying or having completed studies less than 6 months
* to finalize any internship recruitment, the intern must complete their online profile through ITU’s e-recruitment system
* have no close relative serving in the ITU
* be certified as medically fit for work

1. **Work experience**:

No work experience is required.

1. **Languages:**

Fluency in English (both oral and written) is required. Competency in another UN language is desirable, but not required.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of: An internship with the ITU’s New York (NY) Office provides an opportunity to:

* Increase understanding of the United Nations (UN) system and its rules and procedures by involving the intern directly in the work of the Office
* Gain practical work experience with the ITU that is directly related to their field of studies.

1. **Additional information**

Please note that cost of travel and accommodation as well as living expenses are the responsibility of interns or their sponsoring institution. Interns are also responsible for their own travel arrangements and for obtaining the necessary passport and visa or other documents for entering the US and for arranging their own accommodation.