

February 2024

Title: Junior Programme Officer Intern

Bureau/Dept/Unit: BDT/ Regional Office for the Arab States

Supervision: Rouda AlAmir Ali / Programme Officer

Duration: 11 months maximum

Location: Field – 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:** |

ITU's work on gender equality is guided by Resolution 70: Mainstreaming a gender perspective in ITU and promotion of gender equality and the empowerment of women through information and communication technologies, as well as by its Gender Equality and Mainstreaming (GEM) policy and action plan.

Over the years, ITU has led several programmes and initiatives to include women and girls more closely in the digital transformation of economies and societies, whilst accelerating gender equality and mainstreaming in its internal processes, aiming to be a model organization in terms of gender equality.

Under supervision of the Programme Officer, ITU Region Office for the Arab States, the objective of the internship is to acquire support in the ITU Regional Office for Arab States in the field of Women’s empowerment. This will also include participating in the preparations leading to the 2025 World Telecommunication Development Conference (WTDC-25), as well as providing support for key initiatives and projects undertaken by the ITU Telecommunication Development Bureau (BDT) and the ITU Regional Office for the Arab States related to the digital inclusion cluster. Specifically, the Intern will be assigned to support the initiatives within the ITU BDT ICTs for Women’s Empowerment such as Girls in ICTs, EQUALS and Network of Women (NoW). The main responsibilities of the incumbent will be related to providing assistance to leverage ITUs engagement for issues related to gender both at the advocacy and programmatic level.

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

Under the supervision of the digital inclusion Regional focal point in the ITU regional Office, the Intern will:

* Conduct desktop research including policy, and data analysis related to engagement of Girls in ICTs.
* Assist in developing and producing briefings, content, and background reports to support the implementation of ITU’s gender strategy and position in gender related activities in the Arab region. The content produced may be featured in ITU official documents, communication channels, as well as in future ITU publications.
* Assist in the organization of events related to gender, girls in ICTs and online safety, developing background papers and modifying concept notes and agenda related to the event.
* Assist with the regional social media communities on gender related communication efforts.

1. **Competencies**

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

* Knowledge in digital inclusion
* Passionate about championing female voices in the digital development dialogue
* Good interpersonal communication, collaboration and organization skills
* Outgoing and comfortable with public speaking/interview facilitation
* Embrace opportunities to take initiative and try new tasks
* Proactive and creative

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

Studies in any field related to ICTs.

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:

* Digital Inclusion
* Digital Skills
* Gender mainstreaming strategies

1. **Additional information** *(Additional space for comments that have not been mentioned in the above sections, if any.)*

The intern should be passionate about empowering women and girls and willing to contribute in empowering girls and youth in digital world and bring innovative ideas.