February 2024

Title: Digital Development (Emerging Technology) Intern

Bureau/Dept/Unit: BDT/DDR/ASP

Supervision: Regional Director for Asia and the Pacific

Duration: 6 to 11 months maximum

Location: Bangkok, Thailand

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 serve the needs of ITU members effectively and efficiently, 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

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| 1. **Organizational context:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)   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 Regional Director of ITU Regional Office for Asia and the Pacific and in close coordination with staff at the ITU Regional Office for Asia and the Pacific, the intern will:

* Conduct research and data analysis, including:
  + drafting and editing reports, briefings, and documents; refining/adding executive summaries, concisely highlighting key findings.
  + preparing graphic-rich, high-quality PowerPoint presentations
  + carrying out research in support of current projects and activities
* Support with coordination and communications activities, including:
  + communications and promotion activities for the upcoming events
  + take meeting minutes.
  + developing content for the website.
* Contributing and ensuring the visibility of virtual events, digital campaigns, and key activities.

1. **Competencies**

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

Excellent communication and interpersonal skills, both verbal and written; Teamwork and Collaboration; Client and Service Orientation; and Organizational skills.

Excellent computer skills (MS Office; PowerPoint; Adobe Photoshop and/or Adobe Premiere Pro an asset). Knowledge of ICT industry and tech media an asset.

Excellent research, analysis and summarizing skills.

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

University degree in progress in relevant fields OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an university degree in international relations, international development, international law, computer science, cybersecurity, data science, engineering, economics, or other relevant programs.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   Knowledge of English at an advanced level.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Fundamental administrative and technical skills in project management, research, and stakeholder engagement,
* Analyzing problems, organizing data and information, identifying problems and concerns, and devising effective solutions,
* Attending workshops, orientations, and training programmes to facilitate knowledge building of the intern on the programme assigned,
* Engaging in the discussion, organization, management and evaluation of initiatives and activities under the programme assigned throughout the planning, implementation, and post-implementation phases.