

February 2024

Title: Junior Project Officer Intern

Bureau/Dept/Unit: BDT/DNS/DGS

Supervision: Programme officer

Duration: 6 to 11 months maximum

Location: ITU Headquarters– Geneva, Switzerland

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 Digital Networks & Society Department (DNS) is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges (in particular, climate change and e-waste), and for promoting innovation, ICT applications/services, digital inclusion and ecosystems, with the ultimate goal to 'leave no one behind'.

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| 1. **Organizational context** |

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

Under the supervision of the Senior Digital Inclusion Coordinator, the Intern will:

* Support the initiatives within the ITU BDT digital inclusion cluster such as Girls in ICTs, EQUALS, Network of Women, including support in projects funded by Qualcomm, US State of Department, Ernst & Young among others. The main responsibilities of the incumbent will be related to helping leverage ITUs engagement for issues related to gender both at the advocacy and programmatic level.

Key functions and accountabilities:

* Support knowledge and information management.
* Research, analyze information.
* Support event organization and management.

Research, Policy and Data Analysis (30%)

* Assist in developing and produce briefings, content and background reports to support the development of ITU strategy and position in the issues covered in the research. The content produced may be featured in ITU official documents, communication channels, as well as in future ITU publications.

Event Coordination, Communications and Partnership Engagement Support (70%)

* Support the organization of ITU events related with the issues covered in the research, engaging with external partners to coordinate content, speakers, follow up actions and logistics before, during and after each event.
* Assist in the organization of events related to gender, girls and online safety, developing background papers and modifying concept notes and agenda related to the event.
* Assist in responding to written, telephone and face-to-face enquires to assist high-level participants with registration, meetings and other participation issues.
* Meeting/Event Coordination: engage with external partners to coordinate content, speakers, follow up actions and logistic before, during and after the event.
* Assist in the organization of the logistic and have good communication skills to draft report, outcomes and proposals.

1. **Competencies**

Computer skills are essential for this internship:

* Good management of Microsoft Office (Word, PP, Excel, Publisher) and Teams, UN Databanks, Web navigation and research.

Event planning and management skills:

* Good skills in planning, organizing and managing events and event evaluation.
* Good skills in drafting reports, background papers and developing any type of materials required for the organization of events.
* Problem-solving and diplomacy
* Dynamic, flexible, international minded
* Team player! - Positive, service minded with a hands-on attitude

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

University degree in relevant fields

1. **Work experience**:

No work experience is required. Experience in dealing with digital inclusion issues with youth and young women would be an advantage.

**Languages:**English at advanced level.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Working in an international environment and engaging with diverse stakeholders
* Working in the UN environment, engaging with different UN agencies and entities
* Project management – what are the foundations, how to successfully carry out a project and meet all requirements
* Event organization and planning
* The gender digital gap and inequalities that women and girls face around the world when it comes to accessing digital tools as well as digital training and education