

February 2024

Title: GCYLP Youth Project Intern

Bureau/Dept/Unit: BDT/DNS/DGS

Supervision: Interim GCYLP Project Officer

Duration: 11 months

Location: ITU HQ – 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:**   To be completed by the Sector/Department |

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

Under the supervision of the GCYLP project officer, the Intern will:

* Take ownership of the monitoring of the GCYLP shared mailbox, and appropriately respond to email enquires of diverse stakeholders.
* Take meeting minutes during internal and external GCYLP Steering Committee and Jury meetings.
* Assist in the organisation of internal and external meetings and trainings for the GCYLP fellows (draft concept notes, schedule meetings/conference calls, note taking/summaries, follow-ups/reminders).
* Assist in the monitoring and reporting on the GCYLP youth projects for internal stakeholders.
* Contribute to the creation and dissemination of GLYLP communications and promotional materials.

1. **Competencies**

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

* Great communication and interpersonal skills, both verbal and written.
* Good working knowledge of (Word, PP, Excel, Outlook).
* Strong organizational and collaborative skills: ability to take initiative, self-prioritise and work on multiple tasks.
* Ability to keep tight deadlines and project coordination.
* Problem-solving skills and diplomacy.
* Dynamic, flexible, international minded, stress resistant with high work capacity. Team player!
* Positive, service minded with a hands-on attitude.

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

Studies in in a STEM subject [Science, Technology, Engineering and Mathematics], a social science [anthropology, economics, political science, psychology, and sociology], business, management, data sciences, project management or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**Excellent knowledge of English for producing documents (drafting and editing) and interactions. Proficiency in another UN official languages is a plus.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Youth-led digital development and meaningful youth engagement on a global level
* Working in the United Nations system at the ITU
* Working on a new, unique, and exciting project with multi-sector stakeholders
* Creating high-level memos, briefs, summaries for internal stakeholders
* Planning and organising virtual programming and digital trainings for youth

Education: University degree OR education from a reputed academic institution of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above. An advanced degree would be an advantage.