



July 2023

Title: Junior Climate Change and Circular Economy Officer
Bureau/Dept/Unit: BDT/DNS/EET
Supervision: Head of Environment and Emergency Telecommunications (EET) Division
Duration: 2 years
Location: ITU Headquarters – Geneva, Switzerland
Grade: **P2**

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 are 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.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that hosts more than 190 international organizations. Geneva hosts more than two thirds of all UN activities and

is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world and meet people from across the globe.

A. 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

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 goal to 'leave no one behind'.

B. Organizational context: (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)

ITU's Development Bureau (ITU-D) has been given the [mandate](#) to support and inform on the use of ICTs for sustainable development, including to reduce and address the effects of climate changes, drive energy-efficiency, and to raise awareness about the opportunities but also the environmental issues associated with telecommunication/ICTs. ITU-D is mandated to assess the magnitude of e-waste and to carry out pilot projects on environmentally sound management of e-waste. In addition, the highest policy making body of the ITU, the Plenipotentiary Conference, established the following targets relating to e-waste: i) By 2023 increase the global e-waste recycling rate to 30%; and ii) By 2023 raise the percentage of countries with an e-waste legislation to 50%.

A key area of ITU's work on environmental protection is related to harmonizing telecommunication/ICT policies, 'greening' the ICT sector, providing capacity building, and developing and implementing ICT pilot projects. This includes identify specific telecommunication/ICT needs, the data necessary to track developments, and using the most appropriate technologies for environmental protection and sustainable development, particularly in climate change and e-waste.

The JPO will report to the head of the EET Division and become a member of a dynamic team consisting of programme officers, consultants, and interns. The JPO will support the ongoing climate and circular activities of the Division, more of which can be found on the [ITU-D Environment webpage](#).

C. Duties, responsibilities and key results expected:

Under the direction and supervision of the Head of the Environment and Emergency Telecommunication (EET) Division, the Junior Professional Officer will:

Promote sustainable development through the promotion of a circular economy. Focus will be on the least developed and developing countries, and the person's main duties and responsibilities will include:

- Conduct research, analysis and stakeholder consultations on circular economy issues and relevant new technologies, for the development of training materials, toolkits, guidelines, and publications. Assist in preparation of the next edition of the [Global E-waste Monitor](#), the key global source for global, regional and national data on electronic waste
- Support the preparation of stakeholder consultations for the development of e-waste policies in ITU Member States, including working with many different ministries at the national level.
- Coordinate and follow-up activities with the public sector organisations, the UN and industry, including the global partnerships on circular economy, such as the UN E-Waste Coalition and the Circular Electronics Partnership

Promote digital technologies for climate change monitoring, mitigation, and adaption, with main duties and responsibilities including:

- Carry out research on monitoring greenhouse gas (GHG) emissions from the world's largest Tech companies and in 2023 contribute to the review and launch of the Greening Digital Companies Report.
- Contribute to the ITU's work on the UN *Early Warning For All* Initiative, a critical climate adaptation initiative where ITU leads on the pillar on Warning Communication and Dissemination and works closely with WMO, UNDRR and IFRC.
- Support ITU-D's work on [Disaster Connectivity Maps \(DCM\)](#), including identifying new and innovative data sources to track and monitor connectivity.
- Participate at national and regional meetings and deliver presentations related to digital technologies and climate change.
- Prepare promotional and communication materials on digital technologies for climate change action.
- Assist in the preparation of trainings and e-learning in the areas of telecommunications/ICTs for climate change mitigation and adaption.
- Assist in identifying potential areas of collaboration within governments, international organizations and the private sector, and supports the development of strategies for resource mobilization for undertaking joint activities related to climate change.

D. Work relations and contact *(Describe the level of contacts by title (colleagues, collaborators, suppliers, clients, media, major donors), the skill used in developing and maintaining the contacts (such as to exchange information, persuade, advocate, build alliances, make commitments for the Organization or represent service or ITU) as well the purpose behind and the frequency of contacts)*

- The JPO will be part of the HQ team, which communicates and collaborates with colleagues at Regional and Area Offices, particularly environment focal points. The Division also works with the Regional Economic Commissions. The JPO will have the opportunity to collaborate with environmental focal points within the BDT Study Group and across other ITU Sectors (Radiocommunication and Standardization).
- The JPO will have the opportunity to engage with many global partners and engage with key partnerships, such as the [Circular Electronics Partnership](#), which convenes the electronics industry and the public sector around mapping and joint visioning for the electronic and electrical equipment value chain – from manufacturing, logistics, material recovery, and responsible e-waste management. The JPO will participate in the UN E-waste Coalition (coordination with other UN agencies and Resident Coordinators).
- The JPO will have the opportunity to assist with stakeholder engagement through the [technical policy assistance programme](#) to ITU Member States in support of national or regional e-waste policy development, in collaboration with international partners and ICT regulators and ministries of ICTs and/or the environment.
- The JPO will engage with members of the [Global E-waste Statistics Partnership \(GESP\)](#) which focusses on e-waste statistics and capacity development. ITU is a key partner and funder of the Global E-waste Monitor. The (last) [2020 Monitor](#) was made possible with funding from ITU, UNU, ISWA, WHO and BMZ, and was the most downloaded ITU publication of the year.
- External contact with potential partners for new projects with ITU is very welcome and is subject to coordination with the Head of the Division.

E. Competencies

Core Competencies: Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

Essential Functional Competencies: Analysis, Judgement and Decision Making ☒; Client and Service Orientation ☒; Innovation and Facilitating Change ☐; Leadership ☒; Networking and Building Partnerships ☒; Planning and Organising ☐; Successful Management ☐

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

Excellent and proven ability to use computer applications, including, MS Office Suite. Knowledge of ICT applications and technologies, circular economy, and climate change. Good knowledge of developing countries, particularly the least developed countries, and small island developing states would be an asset. Proven experience in drafting and publishing in English is required.

F. Qualifications required

1. Education:

University degree in a branch of ICTs/telecommunications, business, international policy, environmental governance, sustainable development, environmental management, climate change or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the fields above.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Previous experience in the field of environment, circular economy, or climate change with activities in developing countries would be an advantage. An advance degree in a related field can be considered as a substitute for one year of working experience. A Doctorate in a related field can be considered as a substitute for two years of working experience.

3. Languages:

While fluency in English is required, knowledge of French and/or Spanish would be an advantage due to current work activities in Latin America and Africa.

G. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:

- Applications of digital technologies for monitoring, mitigating, and adapting to climate change, including the role of policies, regulation, and international standards.
- Circular economy principles, particularly e-waste management across the entire life cycle of ICT equipment and all other types of electrical and electronic equipment.
- Event organization and stakeholder engagement in an international setting.
- ICTs for development, including how to bridge the digital divide and advance global connectivity.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- Mentoring and knowledge sharing.
- On-the-job training and continuous feedback on work.
- Access to internal training opportunities, including online and through [ITU Academy](#).
- Participating in a variety of ITU meetings, workshops and conferences.
- Reading ITU reports, studies, and materials.
- Overall management and administration of activities in an internal environment.

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