



July 2023

Title: **UN Liaison Officer (Europe)**  
Bureau/Dept/Unit: **BDT/DDR/ITU Office for Europe**  
Supervision: Head of the ITU Office for Europe  
Location: ITU Headquarter – 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'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.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host 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 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.

## **B. Organizational context:**

The ITU Office for Europe, located at the ITU Headquarters, is facilitating Unions work with its membership from 46 Member States, serving as a channel for disseminating information on its activities, developing closer ties with regional and sub regional organizations, as well as executing and following up on projects (including ones related to the regional initiatives), providing technical assistance to countries in special need and many more in line with the requests of ITU. In that regard, engagement with the UN Development System and its organizations at the Regional and Country level, as well as key regional mechanisms such as the European Union is a central part of the ITU Office for Europe's strategy to ensure optimal support outcomes to the digital development. Likewise, given its mandate, ITU plays a central role in the UN Development System to coordinate approaches and actions on digital development.

This scope of actions will be the primary focus of the JPO.

JPO will be part of the team of the ITU Office for Europe and apart from the activities related to the implementation of the UN affairs and partnerships scope, they will be entrusted with regular activities of the Office. Close supervision and coaching will be provided directly by the Head of the Office.

### **C. Duties, responsibilities, and key results expected:**

Under the regular supervision of the Head of the ITU Office for Europe, the Junior Professional Officer will provide support to the implementation of the UN Affairs and Partnerships activities of the Office. This will include the following tasks: perform the following tasks:

- Assist the ITU Office for Europe in preparation, participation, and effective engagement within the UN Country Teams (UNCTs) of the 9 countries in the Europe region.
- Create a database of key focal points in the UN system in the Europe region including contact details for resident coordinators, focal points in their offices, and focal points in regional and national offices of UN agencies and continuously update the mapping and contact base of UN organizations.
- Identify timelines for the development of Common Country Assessments (CCAs) and UN Sustainable Development Cooperation Frameworks (UNSDCF) in the countries of the Europe region.
- Assist in formulating and drafting ITU inputs to the CCAs and UNSDCFs of the countries in the Europe region, related to the digital transformation and development.
- Map ongoing digital related activities/projects of the UN agencies and identify opportunities for collaboration and partnership, while identifying corresponding funding opportunities at the national, regional, and global level.
- Participate in the coordination of ITU activities at the country level with the UN Resident Coordinator (RC) system. Whenever feasible, facilitate dialogue on digital between UN Country Team members aiming at strengthening cooperation between ITU and UN agencies.
- Coordinate the ITU activities related to the contribution of ITU to the UN Regional Cooperation Platform of the UN Development System, including actions related to its ITU-UNECE co-chaired UN Digital Transformation Group for Europe and Central Asia.
- Develop draft background papers, analysis, briefing notes and other document supporting the participation and engagement of the ITU Office for Europe in meetings/events/activities with UNCTs, UN Regional Commission, UN Regional Development Cooperation Office, regional offices of UN agencies.
- Coordinate the ITU activities related UN Brussels Team and in particular its ITU-UNESCO co-chaired Taskforce on Digitalization for Sustainable Development.
- Monitor the UN processes related to the digital transformation and development (including UN General Assembly, High Level Political Forum and its Regional Forums, Commission on Science and Technology for Development, UN Global Digital Compact, World Summit on the Information Society, 2030 Agenda for Sustainable Development, Summit of the Future) identifying the opportunities for ITU Regional Office for Europe to contribute.
- Liaise with ITU HQ, ITU NY and other regional offices/representatives as needed within the areas of duties and tasks assigned.
- Provide regular internal update with an executive summary presentation indicating key action points to be addressed and seek necessary instructions in relation to pending issues at both internal and external levels.
- Perform other tasks as requested.

## **D. Work relations and contact**

Junior Professional Officer will be expected to interact internally at all levels possible as well as externally the operational level of the ITU Membership and other stakeholders engaged in the work ITU as well as the implementation of the ITU Regional Initiatives for Europe. This may include the level up to Manager, Director, Vice Presidents. Incumbent is required to poses strong communication skills allowing to keep engaged the ITU Membership as well as to engage other stakeholders relevant to the activities of the Office, potentially to become ITU Member in the future. Incumbent needs to demonstrate significant ability of maintaining the contacts exchange information, persuade, advocate, build alliances, upon clearance by the supervisor to make commitments for the Organization or represent ITU.

## **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 Organizing ☒; Successful Management ☐

### **Essential Technical Competencies :**

- Understanding of the ICTs especially with regards to development trends, challenges, and opportunities in ITU Europe region.
- Knowledge of EU structures as well as other relevant organizations and stakeholders dealing with ICTs in Europe region.
- Good knowledge in the field of the UN Development System and UN approaches to digital development.
- Ability in conducting research as well as drafting and editing publications / official documents.
- Microsoft Word, Excel, PowerPoint, and ability of learning new software applications.
- Social media (Twitter, LinkedIn, Facebook etc.) and collaborative tools.
- Microsoft Word, Excel, PowerPoint, and ability of learning new software applications.
- Social media and collaborative tools.

## **F. Qualifications required:**

### **1. Education:**

University degree in public policy, telecommunications, ICTs or economics/management or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced 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. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Previous exposure participating in international events related to information society topics. Previous experience in interacting with diverse stakeholders at the level of the Europe region.

## **3. Languages:**

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

## **G. Training and Learning Elements:**

The candidate will acquire excellent knowledge and experience of:

- Project and programme management.
- Building multi-stakeholder partnerships.
- Cooperation at regional and international level.
- Enhanced knowledge in field of digital skills and digital inclusion.
- Understanding of the UN development system, including WSIS and SDG processes and ITU's contribution to the achievement of SDGs.

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, studies, or activities related processes, by mentoring/coaching/on-the-job training. Learning process will be gradually strengthened by entrusted management functions of concrete activities leading towards generation of a concrete results (e.g., workshop, study, report, presentation, project) that will further strengthen technical competencies of incumbent.

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

- Establishment of concrete milestones in the capacity development during the contract, that includes identification of a set of envisaged results further strengthening competencies of the incumbent.
- Regular direct coaching sessions addressing daily work, activities of the Office, regional context and strategic planning of actions aiming at strengthening leadership if ITU in the Region.
- Participation in the internal and external meetings relevant to the areas of actions of incumbent, including bilateral debrief sessions with learning take aways.

- Contributing to the ITU meetings and meetings of other stakeholders with the possibility of making presentations/statements, elaborated in a close collaboration with the supervisor.

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

Fluency in English is required. Good knowledge of Europe Region and EU structures would be of advantage.