



July 2023

Title: Junior Professional Officer – **Junior Gender Project Officer**  
Bureau/Dept/Unit : **BDT/DNS/DGS**  
Supervision: Carla Licciardello, Senior Coordinator (Digital Inclusion)  
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. 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 programs, 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 ultimate goal to 'leave no one behind'.

#### **B. Organizational context:**

The Digital Society Division is responsible for BDT activities in the specific areas of digital inclusion, digital services and applications, and digital innovation ecosystems. The work on digital inclusion helps decision makers and communities apply the potential of ICTs to improve people's lives (children, youth, older persons, women and girls, ICT accessibility and indigenous people). We envision an inclusive digital society where everyone, everywhere, benefits from the power of digital to enable social development and economic growth. The goal is to ensure inclusive, equal access and use of ICTs for all. <https://www.itu.int/itu-d/sites/digital-inclusion/>

The JPO will report to the Senior Coordinator (Digital Inclusion) and will assist in Digital Inclusion and Gender related activities and projects.

#### **C. Duties, responsibilities and key results expected:** *(will be evaluated by Classification Officer)*

Under the regular supervision of the Senior Coordinator (Digital Inclusion), the Junior Professional Officer will perform the following duties.

1. Provide overall curation and support to the community of Network of Women (NoW) in ITU-D and its Advisory Board<sup>1</sup> <https://www.itu.int/en/ITU-D/Conferences/WTDC/WTDC21/NoW/Pages/default.aspx>.
2. Coordinate and follow-up the implementation of NoW in ITU-D related activities in collaboration with different ITU member states, ITU-D sector members, Associates and academia.
3. Provide overall support to NoW in ITU-D Mentorship programme. This activity will include research, mentor-mentee matching, and supporting the implementation of the programme from its design to the monitoring and evaluation phase.
4. Support the NoW in ITU-D team and other colleagues involved in the Advisory Board for the organization of Advisory Board meetings and prepare required documents.
5. Produce research to analyze trends on gender and ICTs. This activity will include coordination with the NoW in ITU-D Advisory Board members and regional gender focal points in BDT to keep abreast of relevant initiatives that match NoW in ITU-D priorities. This will include coordinated and consistent interfaces between relevant ITU colleagues.
6. Liaise with new potential partners and collaborators to exchange information on the NoW in ITU-D.
7. Draft project proposals, progress reports and prepare presentations and other supporting documentation/communication materials and tools.
8. Perform any other related duties as assigned by the supervisor.

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

The JPO will interact with other units in ITU as well as with external entities within the UN system, and other relevant ITU Members and entities from the industry, academia, and civil society, among others. To this end, a certain communication skill is required to ensure effective information exchange and advocacy of the work undertaken by ITU in the specific domain.

#### **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:** Knowledge of ICT applications in the context of developing countries and its potential impact; and research and analysis skills and ability to deduct lessons learned from different sources.

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<sup>1</sup> The NoW in ITU-D Advisory Board, comprising members from all the six ITU regions, is established to provide strategic guidance to the BDT Director in order to ensure success of the network. The Advisory Board will also facilitate close collaboration of the regional chapters of the network and promote synergies among the respective activities.

## **F. Qualifications required.**

### **1. Education:**

University degree in areas related to Information and Communication Technologies, as well as, Business administration, International Relations or International Development Studies, Public Policy, Social Policy, Communications and/or related subjects 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, including at least two at the international level, in community engagement and development work with women and girls particularly, and in areas such as ICT / digital skills, online facilitation / engagement, digital entrepreneurship, digital inclusion, digital innovation among others. 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.

### **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:

1. Project administration and management experience to be gained.
2. Learning how to work in an international environment.
3. Gender policy analysis

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.

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

- Implementation of gender related activities in a multistakeholder collaborative approach
- Overall management and administration of gender projects

**H. Additional information regarding the post:** Fluency in English is required. Advance language of any other UN language is desirable.