July 2023

Title: Junior Professional Officer – **Assistant to Study Groups Counsellors**
Bureau/Dept/Unit: **BR/ SGD**
Supervision: Study Group Counsellors
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:

Organ: The Radiocommunication Bureau (BR) is responsible for the application of the Radio Regulations and for technical and administrative support of ITU World and Regional Radiocommunication Conferences, Radiocommunication Assemblies and Study Groups. The Bureau also carries out the international regulatory processes for registration of frequency assignments and satellite orbits and assists administrations in their coordination and implementation of frequency spectrum and orbit requirements as well as in resolving cases of harmful interference. It provides the specialised technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilisation and radio system characteristics. The BR is organised into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Organization Unit: Within the Radiocommunication Bureau, the Study Groups Department assists in the work of the Radiocommunication Study Groups following the Working Methods and Work Programme as adopted by the Radiocommunication Assembly.

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

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

Under the supervision of the Study Groups Counsellors, the Junior Professional Officer will:

• Conduct studies; provide technical analysis and support; write guidelines, toolkits and reports on policy and technical aspects in relation to subjects dealt by the Department; analyse responses and compile related statistical data to questionnaires and surveys.

• Implement and monitor ongoing projects and events related to ITU-R Study Groups activities. Liaise and exchange information with external partners, speakers and session moderators to coordinate and follow-up on the content, preparation of relevant materials, deadlines, delegates' registration and logistics as well as update website content. Organizes meetings or conference calls; review input documents for coherence and technical accuracy and report to supervisor, and write-up meeting minutes.

• Prepare and propose presentations, briefings, background papers to assist in the coordination of the study group on related activities, operational aspects of events' planning, design, preparation, implementation and respond to external and internal queries on ITU-R/BR events.

• May be called upon to give technical opinions, within the terms of reference of the Study Groups concerned, to departments of other sectors of the ITU.

• Participate in meetings of other sectors for the preparation of administrative conferences, to give advice on matters related to the Study Groups concerned.

• Keep abreast of study and research activities in the field of telecommunications and prepares reports for study groups counsellors.

• Perform other duties as required.

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)*

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.):*

F. Qualifications required

1. **Education**:

University degree in a branch of ICTs/telecommunications, engineering, mathematics, international cooperation or a related field, OR education from 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.

Work experience:

At least three years of progressively responsible experience in the field of the post. Experience in developing survey and conducting data analysis would be an advantage.

2. **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:
- ITU technical meetings in the field of Radiocommunication
- Technical elements of satellite/terrestrial and other communications systems
- Working in a multicultural, multi-national environment

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:
- Internal ITU training opportunities

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