



July 2023

Title: Junior Professional Officer – Junior Standardization Officer
Bureau/Dept/Unit: TSB/ SGD
Supervision: Xiaoya Yang/ Study Group Counsellor
Duration: 2 years (with option for renewal)
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 Standardization Bureau (TSB) fulfills the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

The Study Groups Department (SGD) is responsible for facilitating, managing and supporting the work of the ITU-T study groups in the development of global telecommunication standards (ITU-T Recommendations) and other documents and databases related to standardization. It provides the counsel and secretariat for the Sector's study groups, focus groups and other ad hoc groups. Particular attention is given to "Bridging the Standardization Gap", i.e., to strengthen the participation of developing countries in the standards making process. The Department maintains close relations with the ITU Radiocommunication and Telecommunication Development Sectors and takes part in their work as required. Likewise, it cooperates with other global standards organizations such as ISO and IEC as well as recognized industry forums and consortia.

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

The World Telecommunication Standardization Assembly is held every four years and defines the next period of study for ITU-T.

WTSA-20 took place in Geneva, Switzerland, 1 to 9 March 2022 and produced 58 new or revised Resolutions. To keep track of the implementation of WTSA Resolutions, TSB has developed and maintained a *WTSA Action Plan* as a monitoring and reporting tool. The WTSA-20 Action Plan details 406 action items, their associated responsibilities, necessary collaborations, reports and current status.

WTSA-24 is scheduled to take place in New Delhi, India on 15-24 October 2024 and in-force WTSA-20 Resolutions will be discussed in WTSA-24 for necessary revision. In preparation for WTSA-24, six regional telecommunication organizations (APT, Arab, ATU, CEPT, CITELECOM and RCC) will hold series of regional preparatory meetings in 2023 and 2024 before WTSA-24.

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

Under the supervision of TSAG Rapporteur Group on WTSA preparation (RG-WTSA), the Junior Professional Officer will:

- 1) Participate in, and contribute to, the work of RG-WTSA.
- 2) Update the WTSA-20 Action Plan, monitor and evaluate the implementation of WTSA-20 Resolutions.
- 3) Research standardization strategies by analyzing ITU-T collaboration and cooperation with other international standardization organizations.
- 4) Analyse the operational parts of WTSA-20 Resolutions and other ITU PP-22/WTDC-21/RA-23/Council Resolutions.
- 5) Develop guidelines on “streamlining WTSA Resolutions”, including the review of WTSA Resolutions, e.g., editorial updates to Resolutions, identify overlap, identify candidates for suppression/merge, how to simplify/shortening Resolutions, prepare consolidated draft texts, etc.
- 6) Draft a new Supplement to ITU-T A-series Recommendations on “Guidelines for drafting WTSA resolutions”.
- 7) Actively participate and monitor of the six regional telecommunication organizations’ preparatory deliberations for WTSA-24.
- 8) Maintain a list of regional focal points for WTSA-20 Resolutions during the regional preparation.
- 9) Develop a briefing note on how to chair WTSA subcommittee/Ad hoc group meeting in a more effective and rules-based way.
- 10) Advise the management of RG-WTSA.
- 11) Develop and maintain a WTSA-24 Action Plan.
- 12) 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)*

The incumbent will be integrated in a team, within the Study Group Department of the Telecommunication Standardization Bureau, under the supervision of a TSB SG Counsellor/Advisor. Regular contacts and reporting on a weekly basis are expected. The incumbent will interact with ITU Member States, Sector Members and other stakeholders who participate and contribute to ITU-T Activities.

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 computer skills (MS Office, PowerPoint).
- Excellent writing and communication skills
- Knowledge of ICT industry
- Knowledge of standardization and international standardization organizations will be an asset.

F. Qualifications required

1. Education:

University degree in international relations, political science, communications, marketing, journalism, or a related field.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Previous experience in international coordination would be an advantage.

3. Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level (Excellent knowledge of English for communicating with all regional organizations is a preference for this post) 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:

- United Nations Systems
- ITU-T working methods
- International standardization
- Preparation and organization of global conferences

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:

- Attending ITU trainings dedicated to staff.
- Attending language courses organized by ITU to staff.
- Attending events organized worldwide on the topics of interest of the post.

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

None.