



July 2023

Title: Junior Professional Officer – **Junior Liaison Officer**  
Bureau/Dept/Unit: General Secretariat / Strategic Planning and Membership Department / UN Affairs Division  
Supervision: Ursula Wynhoven / ITU Representative to the United Nations, New York  
Duration: 2 – 3 years  
Location: ITU Liaison Office – New York, USA  
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's Liaison Office to the United Nations in New York, United States. The United Nations in New York is home to the UN Secretary-General, UN Secretariat, UN General Assembly and UN Security Council. Standing on the eastern shore of Manhattan Island, on the banks of New York City's East River, United Nations Headquarters is both a symbol of peace and a beacon of hope. To its 18 acres come representatives of the earth's eight billion people, to discuss and decide issues of peace, justice and economic and social wellbeing. In recent years, digital technology issues are increasingly on the UN agenda.

#### **A. Organizational Unit:**

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public.

Within the General Secretariat, the Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

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

The ITU Office at the UN in New York ensures that ITU's core priorities are presented within the relevant United Nations fora, including the UN General Assembly, in particular the Second Committee and the Economic and Social Council (ECOSOC) and its functional commissions. It contributes to the coordination of follow-up activities on major United Nations conferences and is responsible for the representation of the ITU at the UN and other meetings in New York.

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

Under the supervision of the Head, ITU Liaison Office NY, the Junior Liaison Officer will carry out the following duties:

- Attend relevant UN meetings and events on issues and actions that are relevant to ITU's mandate, work and initiatives and provide clear and concise briefs/reports
- Undertake research on key issues for the production of statements and talking points for use at UN meetings and events
- Support the organization of side events, briefings and other outreach activities at the UN
- Contribute to the development and/or sourcing of information materials for distribution to UN Member States and/or other key stakeholders to enhance their understanding and knowledge of ITU's activities on relevant development issues
- Participate in monitoring developments and trends at the UN in NY relevant to ITU's interest areas
- Provide support missions of ITU leadership and issue experts to UN Headquarters
- Scout relevant participation and partnership opportunities for ITU at the UN.
- Develop content for social media outreach
- Perform other related duties assigned by the supervisor.

### D. Work relations and contact

- Exchange of information and collaboration on joint initiatives with colleagues
- Guide and oversee interns on projects implementation
- Build alliances within and outside the UN to advance advocacy efforts in the areas of ITU's work.

### 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

Excellent computer skills (MS Office; Adobe Suite); Knowledge of design software such as Adobe Suite, or equivalent; Excellent writing skills to develop various types of corporate and digital content for the ITU NY's communication channels and policy documents.

## **F. Qualifications required**

### **1. Education:**

University degree in international development, communications, social sciences, law, or economics 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.

### **2. Work experience:**

At least three years of experience in the field of the post. Previous experience in communications or project management is an asset.

### **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:

- Planning and operation of UN events, meetings, processes, networks, inter-agency coordination mechanisms and reports
- Project Management
- Advocacy
- Communication.

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 and on-the-job training.

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

- Regular communication and meetings
- Knowledge and information exchange
- Networking support.

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