



July 2023

Title: Junior Professional Officer – Junior Outreach Officer  
Bureau/Dept/Unit: SG/SPM/P2C  
Supervision: Alex Wong / Senior Advisor, Strategic Engagement & Initiatives  
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 General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as 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:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)

Within the Strategic Planning and Membership (SPM) Department, the Partner2Connect Secretariat is responsible of the Partner2Connect (P2C) Digital Coalition, a multistakeholder alliance that fosters meaningful connectivity and digital transformation globally, with a focus on but not limited to hardest to connect communities. The role of the Partnership Officer is to contribute to the realization of partnership and resource mobilization related work such as identifying potential partners who can pledge to the Coalition, analyzing data in the P2C pledging portal, and facilitating outreach activities. The incumbent will work under the supervision of the Lead and the Deputy Lead of the P2C Secretariat.

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

Under the supervision of the Senior Advisor, Strategic Engagement & Initiatives, and the Deputy Lead for the Partner2Connect Digital Coalition, the Junior Partnership Officer will:

- Research, study, identify and lead outreach to potential partners (e.g., governments, bi/multi-lateral agencies, development banks, funds, foundations, private sector, civil society, and academia) who may make pledges through the P2C platform.
- Design and develop supporting material (briefings/background papers, concept notes, PowerPoint presentations, etc.) prior to meetings/missions and conference calls with potential partners who are likely to pledge through P2C.
- Develop new content on pledges for the P2C website; ensure content is up to date and recommend improvements in the presentation of the website.
- Act as coordinator by providing briefings to partners on the pledging process as needed.
- Assist in the collection of relevant information and build and analyse data from an internal pledge tracking database and ensure its maintenance.
- Contribute to the development of a matchmaking platform for pledgers of the P2C Coalition.
- Collaborate in the development of partnerships with other United Nations organizations to advance the P2C implementation process.
- Review and improve the existing accountability and follow-up mechanism for pledges made through the P2C process.
- Provide appropriate support to initiatives and projects in identifying relevant donors and participants of P2C based on matching priorities.
- Provide advice and support in the implementation of outreach activities and follow-up actions to strengthen relationship with funding partners.
- Provide support to the coordination of the P2C Global Advisory Board (briefings/background papers, concept notes, PowerPoint presentations, etc.) , noting in particular the Germany (via GIZ) is a member of the P2c Global Advisory Board
- Perform any other duties as assigned.

**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 Junior Partnership Officer is required to possess strong communication skills allowing to keep engaged the ITU Membership as well as to engage other stakeholders relevant to the activities of the P2C Digital Coalition. The incumbent will be expected to interact internally at all levels possible as well as externally on a daily basis to operational level and senior staff of the ITU Membership and other stakeholders. Incumbent needs to demonstrate significant ability of maintaining the

contacts, exchange information, persuade, advocate, and build alliances, with diverse stakeholders while representing 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 Organising ☒; Successful Management ☐

### Essential Technical Competencies :

Knowledge of resource mobilization principles. Ability to maintain efficient working relationships with stakeholders, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity. Previous experience managing a pledging event is desirable.

## F. Qualifications required

### 1. Education:

Advanced university degree in business, economics, international relations, marketing 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 progressively responsible experience in partnership, resource mobilization, business development, outreaching activities, including at least two at the international level. A Doctorate in a related field 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:

- Partnership management

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- Research and analysis of ICT ecosystem
- Digital diplomacy
- 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/coaching/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.)*

NA