



July 2023

Title: Junior Professional Officer – Junior Youth Engagement Officer  
Bureau/Dept/Unit: SPM/ Marketing and Partner Relations Division  
Supervision: Regina Valiullina, Academia Relations Officer  
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 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:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received) This post is positioned in the Marketing and Partner Relations Division, MPR under the Strategic Planning and Membership (SPM) Department.

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

Under the supervision of the Academia Relations Officer, the Junior Professional Officer will:

- Act as the primary contact for all youth related matters within the organization;
- Coordinate/support the implementation of the ITU Youth Strategy in coordination with the Bureaux of the Union and the departments of the General Secretariat;
- Prepare promotional materials to raise awareness about ITU youth related activities and initiatives;
- Support greater participation of young people at ITU events and in decision-making;
- Coordinate youth consultations, and other type of events to gather inputs and feedback from youth;

- Contribute to the implementation of the ITU Action Plan focused on youth;
- Support the development of the programmes and its implementation on engaging youth through university programmes;
- Enhance collaboration and partnerships with youth-serving and youth-led organization, civil society, and other stakeholders to promote youth involvement;
- Provide expertise and advice on integrating youth perspective into initiatives;
- Support with ITU resource mobilization efforts for youth related initiatives and developing value proposition;
- Collect and report on data on youth, technology and related trends;
- Support in preparation analysis and documents to the ITU Council;
- As appropriate, advises the ITU Secretary-General on matters related to youth;
- Other related 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 :**

Knowledge of the telecommunications field, policy and regulation and/or technical areas such as standardization or radio-communications. Experience in international relations.

## F. Qualifications required

### 1. Education:

University degree in public administration, policy, business administration, 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 relations, or public affairs

### 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:

- Building and maintaining international relationships, diplomacy, negotiations;
- Learning about policy-regulatory environment;
- Partnership development, including preparing presentations and public speaking

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:

- Mentorship and direct involvement in engaging with the Bureaux of the Union, the departments of the General Secretariat and external relations.
- This would be a front-facing role, going beyond preparing research and briefings. This is a hand-on opportunity to develop presentation skills, negotiation and diplomatic skills, which would help the young professional prepare themselves for more senior roles.

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

This role is most suitable for a confident, outgoing professional who is interested in being put directly into the action of an international, multi-stakeholder environment, using their skills to engage stakeholders and represent ITU.