



July 2023

Title: Junior Partnerships and Resource Mobilization Officer
Bureau/Dept/Unit: BDT/PDD/PRM
Supervision: Head, Partnerships and Resource Mobilization Service
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 Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To serve the needs of ITU members effectively and efficiently, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

The Partnerships for Digital Development Department is responsible for the development of sustainable and impactful partnerships with donors, foundations, and the private sector. It further coordinates the delivery of these resources to meet the needs of the membership in accordance with World Telecommunication Development Conference (WTDC) and ITU Plenipotentiary Conference (PP) outcomes. This department is also responsible for project design and support and contributes actively to the implementation of the regional initiatives. Finally, this department is charged with defining the BDT membership strategy and for the sound management of the ICT Development Fund.

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 Junior Professional Officer (JPO) will work in the Partnership and Resource Mobilization Service (PRM) in the Partnership for Digital Development Department (PDD). The incumbent will work under the regular supervision of the Head of the PRM Service.

The role of the incumbent is to contribute to the realization of partnership and resource mobilization related work such as identifying potential funding partners who can support the implementation of BDT projects, activities and initiatives, in particular the Regional Initiatives, supporting the development of the partners' website and facilitating outreach activities.

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

Under the regular supervision of Head of Partnerships and Resource Mobilization, the Junior Professional Officer will:

- Carry out research and map potential funding partners (bi/multi-lateral agencies, development banks, foundations, private sector entities CSR, etc.).

- Develop profiles of existing and potential funding partners (geographic and thematic priorities/areas of interest, eligibility criteria, funding mechanisms, etc.). Review and improve and keep updated existing profiles, as required.
- Conduct analysis of potential funding partners' interests and identify matchmaking with BDT mandate.
- Identify funding opportunities (e.g., calls for proposals/proposals for grants website) proposed by potential partners and provide support for application.
- Provide support in outreaching activities (identification of contact points, preparation of meetings/conference calls/missions, etc.) to build relationships with potential funding partners.
- Contribute to the preparation of various supporting material for outreach activities (briefings/background papers, concept notes, PowerPoint presentations, etc.).
- Contribute to the enhancement of PRM services such as databases, systems, webpages, etc.
- Perform any other duties advised by the supervisor.

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 Professional Officer will work in close collaboration with BDT staff at HQ (thematic leads, communication and IT teams) and in the field. She/he will be interacting with various stakeholders, including existing and potential BDT funding partners.

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.):*

Experience in conducting market research and analysis. Knowledge of partnership and resource mobilization. Computer literacy (office, web-based tools, databases/content management systems). Effective communication and writing skills. Ability to work independently and as part of a team, maintaining efficient working relationships, with sensitivity to ITU's multi-cultural, multi-ethnic environment and respect for diversity.

F. Qualifications required.

1. Education:

University degree in business, economics, international relations, or a related field OR education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Previous exposure participating in international events related to information society topics. Previous experience in interacting with diverse stakeholders, business development, outreaching activities, partnership and resource mobilization.

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 in

- Data and market analysis
- Proposals' development
- Building multi-stakeholder partnerships, including negotiations
- Cooperation at regional and international level
- Enhanced knowledge in partnership and resource mobilization
- Understanding of the UN development system and ITU contribution to the achievement of the SDGs.

Learning will be structured and will take place through participation in ITU/BDT meetings, by studying ITU/BDT and potential funding partners' reports, website, by mentoring/coaching/on-the-job training and by participating in meetings with existing and potential partners.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means: Mentoring and knowledge sharing with the team.

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

Fluency in English is required.