



July 2023

Title: Junior Programme Officer – **Junior Market and Regulatory Research**  
Bureau/Dept/Unit: RO-ASP  
Supervision: Head of Area Office for Southeast Asia and Timor-Leste  
Duration: 2 years (with option for renewal)  
Location: AO-S. E Asia – Jakarta, Indonesia  
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 Area office in Jakarta Indonesia, an international capital city of archipelago of over 17,000 islands. Indonesia continually hosts lots of international meetings,

especially with the chair of G20 presidency with Indonesia a lot of summits are organized and planned in 2022.

#### **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 effectively and efficiently serve the needs of ITU members, 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 office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

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

While based on Jakarta-Indonesia, the JPO will work with all the ITU Regional Office for Asia and the Pacific team, which caters to 38 Member States, ITU-Sector Members, and ITU Academia Members. Please see <https://www.itu.int/en/membership/Pages/default.aspx> for details.

The ITU works very closely with its members and sister UN agencies in implementing digital services and applications including national digital strategies, organizing forums/workshops/trainings, implementing projects and publications.

The Officer will add value to the regional office's ongoing and future projects in countries and provide support in inquiries from membership related to assigned field of work.

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

The JPO support the Regional Office for Asia and the Pacific through research and other activities on a variety of aspects of ICT regulation, commercial, legal, and strategic plans (including retail and wholesale pricing, interconnection, infrastructure sharing, spectrum management, service costing,

regulatory cost accounts, taxation, competition, regulatory strategy, impact assessments of regulatory interventions, consultations and wider national ICT policy).

Under the supervision of Head of the area Office in Jakarta, the Associate Programme Officer will:

- Design, conduct and evaluate strategic market and regulatory studies and develop possible policy and regulatory solutions (i.e., research, assessments and writing of material) in conjunction with other relevant internal units/ external parties.
- Support the development of partnerships, collaboration and cooperation with UN agencies, member countries, ITU memberships and other stakeholders from Asia and the Pacific region.
- Considering the themes explored in the GSR discussion papers, the digital Regulation Handbook and Platform and other relevant ITU reports from all the sectors, prepare briefing reports for regional office team on all upcoming relevant regulatory matters in Asia and the Pacific (strategy, policy, regulatory impact assessment, financial analysis, pricing, costing, ICT policy management, etc.).
- Work with the regional and HQ teams to learn the issues and provide research-based advice on strategies and their impact to resolve the issues.
- Remain updated on the ITU ICT Regulatory Tracker and G5 Benchmarking of the countries in the Asia Pacific region and provide inputs to team as and when required.
- Support in preparation of presentations for internal and external stakeholders on all relevant regulatory matters
- Participate in organizing missions, national and regional workshops and other activities related to digital infrastructure thematic area.
- Support in developing concept notes, project proposals and other supporting documentation and communication materials and tools.
- Engage UN country teams by attending relevant UNCT meetings and events and contribute to the development and implementation of the UN Sustainable Development Cooperation Framework Documents.
- Assist in preparation of the regional office communications and marketing materials.
- Any other work assigned by ITU Regional Director and Head of the Area Office.

**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 JPO will be part of the regional team and will communicate and collaborate with colleagues at the Regional and the Area Offices.
- External contact with potential partners for new projects with ITU is very welcome and is subject to coordination with the Regional Director.

## **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.*):

- Good knowledge base on national regulatory challenges from supply and demand side
- Ability to carry out research in the field of telecommunication and ICT policies, legislation and regulation, both at the national and international level.
- Skilled at preparing analytical reports and presentation
- Working capacity with Microsoft Office tools.

## **F. Qualifications required**

### **1. Education:**

University degree in public policy, telecommunications, ICTs or economics/management or a related field OR education in 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. Ability to carry out research in the field of telecommunication and ICT policies, legislation and regulation, both at national, regional and international levels. Very good written and spoken English;

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

At least three years of progressively responsible experience in the fields of the post. Previous experience in the field of policy and regulation, research and project management would be distinct advantages. Professional experience in Asia and the Pacific would be 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:

- Solution oriented research
- Data analysis
- End to end activity management involving multiple stakeholders
- Analytical report writing and presentation

Learning will be structured and will take place through participation in ITU meetings and/or workshops in the ASP region, 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:

- Mentoring
- Knowledge sharing within 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.