August 2024

Title:	Junior Professional Officer – **Information and Knowledge Management Specialist**
Bureau/Dept/Unit:	**BR/SSD/SSC**
Supervision:	Radiocommunication engineer within the Space Systems Coordination Division
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:

Organ: The Radiocommunication Bureau (BR) is responsible for the application of the Radio Regulations and for technical and administrative support of ITU World and Regional Radiocommunication Conferences, Radiocommunication Assemblies and Study Groups. The Bureau also carries out the international regulatory processes for registration of frequency assignments and satellite orbits and assists administrations in their coordination and implementation of frequency spectrum and orbit requirements as well as in resolving cases of harmful interference. It provides the specialised technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilisation and radio system characteristics. The BR is organised into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Organization Unit: Within the Radiocommunication Bureau, the Space Services Department (SSD) is responsible for the coordination and recording procedures for space systems and earth stations. In these activities the Department deals with the capture, processing and publication of data and carries out examinations of frequency assignment notices submitted by administrations with a view to their inclusion in the formal coordination procedures or their recording in the Master International Frequency Register (MIFR). The Department is also responsible for the management of the procedures of the space related assignment or allotment Plans of the ITU and for the provision of assistance to administrations in their frequency management activities. The Department comprises three Divisions: Space Systems Coordination (SSC), Space Notification and Plans (SNP) and Space Publication and Registration (SPR).

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

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

The Junior Professional Officer will work in the Space Systems Coordination division of the Space Services Department, under the supervision of a Radiocommunication engineer. The JPO will develop tools and implement processes to enhance knowledge sharing within the division and department.

The main duties and responsibilities will be to:

1. Document practices and procedures for the regulatory and technical examination of satellite notices (document them in form of specifications).
2. Prepare manuals and user guides on BR space examination software (both used internally and externally).

3. Develop a knowledge-base tool to record and track all questions reported by membership with the answers provided by the division/department in form of Q&A.
4. Perform additional related duties based on request from 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 officer should actively communicate with the colleagues in the division as well other colleagues in SSD and IAP/SAS on a frequent basis.

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.):*

- ASP.NET programming, MVVC or other web technologies needed to develop online knowledge base tool
- Experience with databases (MS Access, SQLite, SQLServer)
- Good technical design skills (MS Visio or other)

F. Qualifications required

1. **Education**:

University degree in information technologies, or a related field.

2. **Work experience**:

At least three years of progressively responsible experience in the field of the post. Previous experience in telecommunications and software development.

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:

- Knowledge of frequency/orbit registration process for satellite networks
- Technical elements of satellite communications system and their application in interference analysis
- Working in a multicultural, multi-national environment

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.