



August 2024

Title: Junior Professional Officer – **Junior Digital Health Officer**
Bureau/Dept/Unit: **TSB/SGD**
Supervision: Simão Campos / SG Counsellor
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 Standardization Bureau (TSB) fulfils the objectives of the Union relating to telecommunication standardization, by providing secretariat support to groups studying technical, operating and tariff questions and facilitating the adoption of Recommendations in these areas with a view to standardizing telecommunications and information technology on a global basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works in accordance with the instructions of the World Telecommunication Standardization Assemblies (WTSA), Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. TSB, headed by an elected Director, provides the technical, administrative and logistic support for the assemblies and for the meetings of the groups mentioned.

The Study Groups Department (SGD) is responsible for facilitating, managing and supporting the work of the ITU-T study groups in the development of global telecommunication standards (ITU-T Recommendations) and other documents and databases related to standardization. It provides the counsel and secretariat for the Sector's study groups, focus groups and other ad hoc groups. Particular attention is given to "Bridging the Standardization Gap", i.e., to strengthen the participation of developing countries in the standards making process. The Department maintains close relations with the ITU Radiocommunication and Telecommunication Development Sectors and takes part in their work as required. Likewise, it cooperates with other global standards organizations such as ISO and IEC as well as recognized industry forums and consortia.

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 ITU Telecommunication Standardization Sector (ITU-T) has been conducting core standardization work within the domain digital health. To further support the expansion of these topics within the United Nations and to facilitate international standardization of related technologies, under the direction of the responsible Counsellor, the incumbent will coordinate, research and implements the assigned programmes to enhance and position the ITU relevance in the field of digital health.

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

Under the supervision of the Advisor/Counsellor, the Junior Professional Officer will:

- Assist the ITU membership in the development of specific standardization projects in the area digital health, including cross-sectional activities also in cooperation with the World Health Organization, for example related to AI for health, safe listening, accessible telehealth systems and services, and independent assisted living.
- Key support in the secretariat tasks for the recently created ITU, WHO and WIPO Global Initiative on AI for Health (**GI-AI4H**), including the open code platform.
- Follow up on processes with partners organization within the United Nations, ITU Sector Members, Member States, other international organizations to ensure that action is taken for the approval and/or implementation of projects.
- Undertake necessary action to ensure the efficient implementation of approved projects assigned to him/her.

- Ensure coordination of budgetary aspects of projects and follow-up of expenses, preparation of scope of work and other necessary documents for recruitment of experts.
- Organize and participate in meetings for project implementation and identify options to resolve related problems.
- Monitor and evaluate the implementation of standardization projects and programmes by analysing progress and other reports and by undertaking specific missions, if needed.
- Coordinate the social media and web presence within the purview of TSB concerning Digital Health and the GI-AI4H, including the development of content used for online posts and revamping the respective website pages.
- Research policy and technical issues to develop content of new webpages on these topics, taking into account recent trends and developments within the ITU as well as outside the ITU.
- Coordinate the preparation of documentation, requirements specifications, terms of reference, promo material for the different internal TSB and ITU service providers
- Support the organization of onsite/online events, webinars and workshops, following up with national administrations, Sector Members, international organizations or other entities as required.
- Perform other 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)*

The incumbent will be integrated in a team, within the Study Group Department of the Telecommunication Standardization Bureau, under the supervision of a TSB SG Counsellor/Advisor. Regular contacts and reporting on a weekly basis is expected. Physical presence in the ITU headquarters is expected. The incumbent will interact with ITU Member States, Sector Members and other stakeholders who participate and contribute to ITU-T Activities.

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 United Nations systems of organizations.
- Experience in conducting research, preparing publications and report writing skills will be valued.
- Understanding of the international technical standardization system, such as that of ITU, ISO and IEC.
- Fundamentals of health and machine learning. Knowledge in more than one area would be an advantage.

- Knowledge of regulatory frameworks in the fields of telecommunications and or transport would be an asset

F. Qualifications required

1. Education:

University degree in areas related to information and communication technologies (e.g. engineering, telecommunication, computer sciences, machine learning, health informatics), as well as international relations or international development studies. Other university degrees will be considered based on the areas of the research.

2. Work experience:

At least three years of progressively responsible experience in the field of the post or related public/private experience.

3. Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level (Excellent knowledge of English for conducting research and producing content for documents and webpages is a preference for this post) 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:

- United Nations Systems
- International Telecommunication Union frameworks and policies
- Hands-on interaction with international stakeholders in technical standardization and policy development for digital health topics
- Research in the fields of digital health, AI for health in particular
- Organization of events, workshops
- Modern working tools and social media

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, online research, by mentoring and on-the-job training. The post holder will report to a direct supervisor who will provide learning opportunities by the following means:

- Attending ITU trainings dedicated to staff
- Attending language courses organized by ITU to staff
- Attending events organized worldwide on the topics of interest of the post

H. Additional information regarding the post

Expected availability for travelling on mission abroad.