August 2024

Title:	Junior Professional Officer – **Junior Programme Officer**
Bureau/Dept/Unit:	TSB/ SED
Supervision:	Kseniia Fontaine / Business Development and Operations 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 Telecommunication Standardization Bureau (TSB) fulfills 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 Strategic Engagement Division (SED) of TSB is responsible for engaging with members and the public on issues related to international standards. The AI for Good team is located within the SED. It is the United Nations leading platform on Artificial Intelligence for the Sustainable Development Goals (SDGs). It is comprised of 35,000 online members including experts from Industry, Academia, Government and UN committed to ensuring safe, trusted and responsible AI.

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 relating to Artificial Intelligence (AI) and its applications.

AI for Good was launched in 2017 and includes all year programming including webinars, Machine Learning challenges, Innovation Factory competitions and the AI for Good Global Summit.

Under the supervision of the Business Development and Operations Officer, the JPO will support AI for Good programming including the annual AI for Good Global Summit.

Typically, with normal ITU working hours except during meetings and assemblies when the incumbent may be required to work alternative hours and/or outside ITU headquarters.

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

Under the supervision of the supervision of the Business Development and Operations Officer, the Junior Professional Officer will:

- Support with event coordination,
    - assisting the logistical coordination and production of AI for Good Global Summit workshops and side sessions.
    - assisting the organization of ITU events related to AI for Good, including liaising with speakers, sponsors and presenters.

- o Performing other tasks as needed.
- Conduct research and data analysis, including,
    - o drafting and editing reports, briefings, and documents; refining/adding executive summaries, concisely highlighting key findings.
    - o preparing graphic-rich, high-quality PowerPoints.
    - o carrying out research related to AI and Sustainable Development.
- Provide communications and outreach support,
    - o writing engaging social media posts, ensuring regular social media updates.
    - o creating digital, mobile first content, including taking photos and videos.
    - o developing content for the website, contributing and ensuring the visibility of virtual events, digital campaigns, and key activities.
    - o assisting with the maintenance and growth of contact database.

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)*

TSB staff and other departments of ITU/ Bureaux as required. Delegates and speakers of AI for Good initiatives.

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.):*

Excellent computer skills (MS Office; PowerPoint; Adobe Photoshop and/or Adobe Premiere Pro an asset). Knowledge of ICT industry and AI. Knowledge of both traditional and new media approaches. Knowledge of digital editorial content and promotional platforms. Knowledge of best practices related to effective event planning, organization and management. Familiarity with content analysis and industry measurement methodologies.

F. Qualifications required

1. Education:

University degree in international relations, political science, communications, marketing, journalism or a related field OR education from 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 two years of progressively responsible experience in the field of the post. Previous experience in business writing and promoting multi-stakeholder initiatives within an international setting would be an advantage.

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:
- AI tools for the creation of content
- Word press
- ITU-T Working Methods
- United Nations work on AI for SDGs

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:
- Participating and contributing to the development of international standards
- Participating and contributing to the work of AI for Good