



August 2024

Title: Junior Professional Officer – **Emerging Technologies Officer**
Bureau/Dept/Unit: GS/ SPM/ ETD
Supervision: Preetam Maloor / Head, Emerging Technologies 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:

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Emerging Technologies Division coordinates expert policy advice and substantive inputs to ITU senior management on frontier areas such as Big Data and Artificial Intelligence (AI), as well as Internet governance, cybersecurity, and related topics, in close collaboration with relevant bureaux and divisions within ITU. Specifically in these areas, ETD monitor developments in the ICT and telecommunications environment in order to assess their impact on the ITU strategy; identify strategic and policy issues and propose policy options through the appropriate channels within ITU. It provides inputs related to these areas into broader internal processes including the strategic plan preparation. It supports high-level, effective external cooperative relationships on frontier issues with the United Nations and its specialized agencies and other international organizations.

B. Organizational context:

ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

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

Under the supervision of Head, Emerging Technologies Division, the Junior Professional Officer will:

- Support the Secretariat activities for the preparation of the World Telecommunications Policy Forum (WTPF-26), a venue for exchanging views and information and creating a shared vision among policy-makers worldwide on challenges and opportunities arising from the new and emerging technologies. This shall include assisting with preparation of secretariat input documents for the WTPF, supporting the preparatory process and any ad hoc groups as necessary, and assisting the Secretary of the Group in any other matters related to the preparation for WTPF-26.
- Support ITU's emerging technologies related activities, including on AI, Internet, cybersecurity and human rights, and help facilitate coordination internally as well as cooperation with other entities. Assist with organizing and preparing for activities such as Demystifying Digital and Learning Labs, including internal coordination.
- Assist with identifying and analysing emerging priorities on ICT-related public policy matters related to emerging technologies including AI, human rights, Internet and cybersecurity. Help prepare any related reports, briefing notes, strategy notes, presentations and other documents, for the benefit of senior management.
- Contribute to development of speeches, talking points and briefing notes, presentations and other documents that are prepared by the Emerging Technologies division for the benefit of senior management and/or the ITU sectors and bureaux.
- Perform other related duties as assigned.

D. Work relations and contact

This position will work closely with internal staff across a range of positions as well as interact regularly with key stakeholders, including Member States, Sector Members, Associates, Academia, Civil Society and SMEs to support coordination of ITU activities on emerging technologies, including on internet and cybersecurity.

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 :

Extensive knowledge of ITU activities related to emerging technologies, including AI, internet and cybersecurity. Participation in ITU conferences and/or international meetings

concerning emerging technologies. Diplomatic skills to liaise, negotiate and manage relationships with key stakeholders. Drafting and communication skills to develop, revise, and review documents, reports, white papers, proposals etc.

F. Qualifications required

1. Education:

University degree in in technology, law, diplomacy, business, or a related field.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Previous experience in strategy/policy development, programme management, and work experience at the international level. Prior working knowledge of the UN system is also 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, 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:

- Discussions and decision making at a United Nations Agency
- International tech diplomacy
- Multistakeholder collaborative partnerships

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:

- Opportunities to directly interact with external stakeholders
- Opportunities to work closely with ITU secretariat staff across different sectors.