



August 2024

Title: Junior Professional Officer – **Speechwriter/Researcher, Emerging Technologies Officer**
Bureau/Dept/Unit: GS/SPM/ETD
Supervision: Christophe Larouer/ Senior Speechwriter & Advisor, Emerging Technologies Messaging
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 Strategic Planning and Membership Department (SPM) advises the Secretary-General on strategic challenges and their implications for the Union in the fast evolving telecommunications/ICT environment; develops forward-looking strategic proposals to the ITU management team with a view to ensuring that the organization meets the objectives assigned by the membership; plans and coordinates the corporate and strategic activities with a view to ensuring their accordance with membership objectives; organizes and provides secretariat services to the Plenipotentiary Conference, Council, and other meetings in the general secretariat in order to achieve a high level of involvement from Member States and Sector Members, develops and maintains sound relations with Member States, Sector Members and other entities, the UN and other international organizations. The Department is also responsible for providing expert advice on communication and promotion strategies and for developing and implementing the Union's corporate communication plan in cooperation with the three Sectors with a view to promoting ITU leadership in the field of telecommunications and ICT.

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

We are seeking a motivated and dynamic Junior Professional Officer (JPO) to join our Emerging Technologies Division at ITU headquarters in Geneva. The JPO will play a crucial role in enhancing our communications and outreach efforts, focusing primarily on speechwriting and research.

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

- Speechwriting: Support the Senior Speechwriter & Advisor, Emerging Tech Messaging, in crafting compelling and informative speeches for ITU leadership, tailored to diverse global audiences. Ensure that speeches effectively communicate ITU's mission and strategic goals.
- Research: Conduct in-depth research on digital and emerging technologies and their implications for global tech policy. Stay abreast of latest trends and developments in telecommunications and digital technologies to inform speeches and communications materials.
- Assist in the Division's outreach efforts as needed.

D. Work relations and contact

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

- Excellent research skills and familiarity with tech policy and emerging digital technologies preferred.
- Proficient in using social media platforms and digital communication tools.

F. Qualifications required

1. Education:

University degree in communications, journalism, international relations, or a related field. A master's degree or equivalent in a relevant field is preferred.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Proven experience in speechwriting and executive communications, with a strong portfolio showcasing previous work.

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: the range of activities happening across the ITU, and the development of strategic messaging for ITU Elected Officials and senior management.

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:

- Hands on experience with research and drafting speeches
- Opportunity to join meetings with elected officials and senior management to brainstorm on strategic messaging for the organization on topical issues.