



August 2024

Title: Junior Professional Officer/ Junior Gender Affairs Officer
Bureau/Dept/Unit: Gender and Youth Office (GYO/SGO)
Supervision: Senior Gender Affairs 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 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.

B. Organizational context:

This post is positioned within the Gender and Youth Office (GYO).

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

Under the supervision of the Gender Affairs Officer, the Junior Gender Affairs Officer will:

- Conduct research and analysis on gender-related issues affecting women and girls, including women in decision-making and economic empowerment.
- Draft technical support and guidance tools on gender issues, including the integration of gender perspectives in policies, programs, and projects.
- Support the Entity's advocacy efforts to promote gender equality and women's empowerment, including through participation in forums and events.
- Develop and maintain relationships with relevant stakeholders, including UN agencies, civil society organizations, and governments, to advance gender equality and women's rights.
- Draft and update reports, briefing notes, and other written materials on gender-related issues for internal and external audiences.
- Perform other related duties as assigned.

D. Impact of work *(Describe the nature of work and range of impact of the work in terms of impact of actions/decisions. The variety of work and its impact on organizational actions or colleagues (or failure to act) should be included.)*

Gender equality is critical to ITU's mandate of connecting the world as women and girls represent half the world's population and their contributions are essential for achieving sustainable development and building inclusive societies. When women and girls are

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empowered and given equal opportunities to participate in the global economic and decision-making processes, they contribute to the growth and prosperity of their communities and countries. ITU's gender equality work integrates gender perspectives in policies, programs, and projects. It also contributes to an inclusive and equitable workplace culture. Failure to act on gender issues could have negative consequences for the well-being of women and girls, as well as ITU's credibility. Professionalism, sensitivity, and attention to detail are crucial for achieving positive outcomes and impact.

E. 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 Junior Gender Affairs Officer will report to the Senior Gender Affairs Officer and work closely with colleagues across the organization and at various levels to ensure the effective implementation ITU's gender agenda. They may also work with consultants and external partners, for example to support the development on an online training, and for advocacy work.

F. 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.):*

Microsoft office software (Word, Excel and PowerPoint)

G. Qualifications required

1. Education:

University degree in gender studies, women's studies, social sciences, or a related field OR education in 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 three years of progressively responsible experience in gender issues, gender analysis, gender mainstreaming, women's empowerment, and women's rights. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience.

Strong analytical and writing skills, with the ability to prepare high-quality reports and other written materials.

Excellent interpersonal skills, with the ability to work effectively with colleagues from diverse cultural and professional backgrounds.

Experience in gender mainstreaming, gender analysis, gender-transformative work and contexts.

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.)

H. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:

- Discussions and decision making at a United Nations Agency
- 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.