



October 2024

Title: Junior Professional Officer – ITU’s 160th Anniversary (ITU160) commemorations
Bureau/Dept/Unit: Corporate Communication Division, Strategic Planning and Membership Department
Supervision: Monika Gehner, Head, Corporate Communication Division
Duration: 2 years (with option for renewal)
Location: ITU Headquarters – 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, digital technologies 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. In addition to our 193 Member States, ITU membership includes more than 1000 companies, universities, research institutes and international organizations.

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 hosts more than 190 international organizations. Geneva hosts more than two-thirds of all UN activities and is visited by nearly 3000 heads of states or senior officials every year. ITU convenes the ITU Council and its Working and Experts Groups every year at ITU Headquarters. 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:

CCD/SPM

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

In 2025, the International Telecommunication Union will turn 160! The Union's journey began on 17 May 1865, following the International Telegraph Conference in Paris, which led to the creation of the International Telegraph Union – forerunner of today's ITU. This was a significant milestone in international cooperation, marking the beginning of modern efforts to coordinate telecommunications, and today digital communications, on a global scale for social good.

Over 160 years, the Union has been at the forefront of emerging technologies – from telegraphy to fixed telephony, radio, television, satellites, mobile telephony, Internet, broadband, cloud computing, cybersecurity and artificial intelligence to virtual worlds. ITU has won 6 Emmy Awards.

Amid challenges that have deepened divides and inequalities, ITU has been shaping the future of technologies through multilateral cooperation and consensus.

To commemorate the Union's achievements over the past 160 years, and document its members' vision and strategy of a digital future for all, ITU will engage ITU's membership – 194 Member States and more than 1000 company, university, research, regional and international organization members in the commemorations, taking ITU to where the people – the beneficiaries – are.

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

Under the supervision of the Head of Corporate Communications, the Junior Professional Officer will:

Support the planning, execution and reporting of the ITU160 commemorations in 2025 and the documentation, reporting and follow-up in 2026. This includes strategic planning, timeline and resource management and Union-wide coordination to help ensure the successful execution of the communication, advocacy and branding campaign.

In particular, this includes:

- Supporting strategy development and Union-wide coordination of the ITU160 commemorations, including with the internal ITU160 Task Force, the external ITU160 Member Committee and the ITU Council.

- Providing support in the planning, execution and follow-up of large-scale VVIP and general public events by the ITU Secretariat in 2025 (including for the 17 May Anniversary event, Council-25 in June and during the WSIS/AI for Good Global Summit week in July).
- Proactively soliciting, collecting, curating, packaging and publishing, e.g. on the ITU160 campaign website and via blogs and newsletters, commemoration activities by ITU members and partners.
- Preparing analytics and progress reports for internal stakeholders and management on campaign progress and impact.
- Documenting the results for the 2025 year-end report and the ITU Plenipotentiary Conference in 2026.
- Participating actively in team meetings, curating notes (with AI) and offering creative ideas.
- Any other task that may be 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 Junior Professional Officer will coordinate with internal stakeholders (e.g. Intersectoral Communication Group, intersectoral ITU160 Task Force, Governing Bodies, Protocol, Internal Communications, Human Resources, Transformation Office, Strategic Planning) and external stakeholders (e.g. external ITU160 Member Committee and ITU Council), coordinating actions, resources and timelines to ensure the project's objectives are met.

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 communication, advocacy, branding, diplomacy and presentation skills.
- Excellent writing skills.
- Agility and adaptability, navigating complex and dynamic environments with tight deadlines.
- Strong analytical and problem-solving skills.
- Proficiency in project management tools and methodologies.

Proficiency in data analysis and visualization tools (e.g. Power BI) would be an asset.

F. Qualifications required

1. Education:

University degree in communications, international relations, business administration or a related field.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Previous experience in project management would be an asset.

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 governance, mission and mandate of ITU, the United Nations agency for digital technologies.
- The various portfolios ITU – the General Secretariat and the three Sectors – are pursuing.
- The workings of the ITU Council and to some extent the ITU Plenipotentiary Conference.
- The historic milestones of the Union and the vision of ITU members for a Digital Future for All.

Learning will take place on the job, through participation in relevant ITU Secretariat and ITU Council meetings; through ITU and vendor workshops; and coaching by the Corporate Communication Division and the supervisor.

H. Additional information regarding the post *(Additional space for comments that have not been mentioned in the above sections, if any.)*

Situated in the Corporate Communication Division, the incumbent will also learn about corporate and leadership communications, political and member communications (ITU Council, Plenipotentiary Conference), reputational, emergency and crisis communications.