

Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer (JPO) – AI and Digital Transformation

Organizational Unit: Digital Policies and Digital Transformation Section, Communication and Information Sector, UNESCO

Duty Station: Paris, France (UNESCO Headquarters)

SUPERVISION

Direct supervision by: Mr. Prateek Sibal, Programme Specialist, Digital Policies and Digital Transformation

The JPO will work under direct supervision of the programme specialist on exciting, cutting-edge topics artificial intelligence and digital transformation to support capacity building for government officials, judiciary and parliamentarians worldwide.

DUTIES AND RESPONSIBILITIES

The incumbent will be based in the *Digital Policies and Digital Transformation Section* and serve one of the Communication and Information Sector's prime activities on emerging technologies like artificial intelligence. The incumbent will work in the team implementing UNESCO's global programme on digital transformation in close collaboration with fifty-four regional and national offices of UNESCO in supporting countries in their digital transformation journey through:

- **Research and Analysis:** Conducting policy research and analysis on AI and digital transformation trends to support capacity-building initiatives.
- **Project Management:** Assisting in planning, implementing, and monitoring capacity-building projects for government officials (AI in the Public Sector), judiciary (AI and the Rule of Law), parliamentarians globally, ensuring alignment with UNESCO's goals.
- **Fundraising:** Supporting the development of fundraising proposals and identify potential funding opportunities for projects informed by stakeholder needs.
- **Networking:** Building relationships with key AI governance and policy stakeholders around the world and representing UNESCO at international events to foster collaboration.
- **Outreach and Communication:** Developing communication materials and organize campaigns to promote UNESCO's work on AI and digital transformation.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in public policy, law, human rights, management, artificial intelligence, data sciences, computer science, digital transformation, political science, philosophy or related field. A first-level university degree

in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Work experience:

- Preferably a minimum of 2 years of professional experience in one or more of the following: human rights, public policy, law, digital transformation, ICTs, technology policy, international relations, or related areas.
- Good understanding of artificial intelligence (AI), machine learning, or the broader AI ecosystem (i.e. Internet of Things, big data, etc.), and related human rights, legal and social implications.
- Experience in project and/or programme management desirable, preferably at the international level.
- Experience in conducting qualitative/quantitative research is desirable.

Competencies and skills:

- Good organizational and project design skills
- Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
- Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment
- Excellent organization and planning skills, including the ability to organize own work priorities and deadlines.

Languages: Excellent knowledge of English; knowledge of another UNESCO official language is an asset.

LEARNING ELEMENTS

- i. Acquire skills essential for independent learning in international development and technology policy;
- ii. Acquire skills in project management in the public sector and understanding of the role of technology to meet the SDGs;
- iii. Gain familiarity with UNESCO as an organization and with the broader ecosystem of UN agencies and other actors joining forces in the domain of AI governance and digital transformation.
- iv. Develop inter-personal skills to work in an international environment with colleagues and stakeholders from different cultures and countries on emerging issues, with creativity and innovation and communication.
- v. Learn about global policy- and capacity development processes for new and emerging technologies.

BACKGROUND INFORMATION

Digital transformation impacts every part of our lives - from the way we live to how we work and play. Even as digital innovation continues to expand opportunities for the achievement of the Sustainable Development Goals, there is an urgent need to look at how our rights are

affected by emerging technologies and how to be empowered with tools to guard these rights.

UNESCO works to narrow the digital divide, strengthen digital governance and policies, build human and institutional capacities for digital transformation and lead reflections around pressing concerns related to the rapid technological development from a Human Rights and ethics perspective.

More information at:

- AI and the Rule of Law - <https://www.unesco.org/en/artificial-intelligence/rule-law>
- AI in the Public Sector - <https://www.unesco.org/en/digital-competency-framework>
- Communication and Information Sector - <https://www.unesco.org/en/communication-information>