



13 August 2024

Title: Junior Professional Officer: Climate Change and Circular Economy Officer
Bureau/Dept/Unit: BDT/DNE/CET
Supervision: Vanessa Gray, Head of Climate Change and Emergency Telecommunications (CET) Division
Duration: 2 years, starting Q3 2024.
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, 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 are 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 Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To serve the needs of ITU members effectively and efficiently, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

The Digital Networks & Society Department (DNS) is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges (in particular, climate change and e-waste), and for promoting innovation, ICT applications/services, digital inclusion and ecosystems, with the goal to 'leave no one behind'.

B. Organizational context:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Operations Coordination Department (Office of the Deputy Director) DDR
- Projects, Partnerships and Digital Skills (PPS)
- Digital Networks & Environment Department (DNE)
- Knowledge Society Department (DKS)

The Digital Networks & Environment Department (DNE) is responsible for BDT activities in the areas of spectrum management, network development, cybersecurity and emergency telecommunications. This department is also responsible for supporting ITU Member States in their transition to digital societies by providing tools and guidelines to address environmental challenges, in particular, climate change and e-waste.

BDT plays a critical role in emphasizing the importance of climate change and circular economy. In accordance with WTDC Resolution 66 (Rev. Kigali, 2022) and PP-22 Resolution 182, the bureau has been given the mandate to develop its activities on ICTs, environment, climate change and circular economy.

To support the transition towards a circular economy for electronics, BDT supports Member States in tackling growing amounts of e-waste through improving the regulation of e-waste and by improving the amount and quality of e-waste data collected.

In response to climate change and to support the transition towards a net-zero digital sector, BDT supports Member States with tracking and monitoring GHG emissions and energy use from the digital sector, including the provision of capacity building and training.

The JPO will report to the Head of the Climate Change and Emergency Telecommunications Division (CET) and become a member of a dynamic team consisting of programme officers, consultants, and interns. The JPO will support the ongoing activities of the Division. More information can be found on the [ITU-D Environment](#) webpage.

C. Duties, responsibilities and key results expected:

Under the direction and supervision of the Head of the CET Division, the JPO will:

- Conduct research, analysis and stakeholder consultations on circular economy issues and relevant new technologies, for the development of training materials, toolkits, guidelines, and publications. Assist in preparation of the next editions of the [Global E-waste Monitor](#) and the [Greening Digital Companies](#) report, the key global sources for data on e-waste and greenhouse gas (GHG) emissions from the digital sector.
- Support the preparation of stakeholder consultations for the development of e-waste policy and regulation in ITU Member States, including working with various government institutions and industry players at the national level, as part of the implementation of the division's projects on circular economy.
- Help coordinate and follow-up activities with the public sector organisations, the UN and industry, including global partnerships on circular economy, such as the Circular Electronics Partnership.
- Carry out research on monitoring GHG emissions and energy use from the world's largest tech companies and from ITU Member States and deliver capacity building activities on these issues, as part of the implementation of the division's projects on climate change. This will include working closely with ICT regulators and supporting the development of national digital net-zero transition plans.
- Support the updating of data in internal databases which track the status of e-waste regulations, and GHG emissions and energy use from the digital sector globally.
- Participate in national and regional meetings and deliver presentations related to climate change and circular economy issues.

- Assist in the preparation of face-to-face trainings and e-learning on the topics of climate change and circular economy.
- Support with strengthening internal collaboration and coordination with other divisions and sectors in ITU, covering issues pertaining to the environment.
- Assist in identifying potential areas of collaboration within governments, international organizations and the private sector, and support the division with the development of strategies for resource mobilization for undertaking joint activities related to climate change.

D. Work relations and contact

The JPO will engage with a diverse range of contacts, including:

- **ITU/BDT Colleagues:** Support for regular interaction will be expected with colleagues within BDT and its various departments, such as the DNE department, to coordinate activities and share information. The JPO will especially collaborate with the Resource Mobilization Service, the project managers and focal points of the climate change and circular economy programmes, both at headquarters and in the ITU regional offices.
- **External Partners:** The JPO will be expected to support engagements with external partners from ongoing projects on climate change and circular economy and from global platforms such as the Circular Electronics Partnership.
- **Beneficiaries:** The JPO will have the opportunity to assist with stakeholder engagement across ITU Member States, through the division's e-waste and GHG emissions related projects. This will include engagement with, but not limited to, ICT ministries and ICT regulators, other policymakers, electronics firms and e-waste management companies.

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 :

- Knowledge of key international organizations, initiatives and actors in the climate change and circular economy fields.
- Expertise supporting project implementation and project management methodologies.
- Experience in regulatory frameworks and data collection / management.
- Demonstrated knowledge of the key circular economy and digital environmental sustainability concepts and priorities.
- Proven experience in drafting and working in English.
- Ability to analyze and interpret data to support decision-making and strategic planning.
- Flexibility to perform various tasks as requested, managing multiple priorities, and adapt to changing priorities and stakeholder needs.

F. Qualifications required

1. Education:

University degree in business, international policy, environmental governance, sustainable development, environmental management, climate change, circular economy 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 the field of the post. An advance 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.

3. Languages:

Knowledge of English at advanced level and knowledge of a second official language (Arabic, Chinese, English, French, Russian, or Spanish) 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:

- Climate change and circular economy policy, regulation and capacity building tools.
- Data collection methodologies for e-waste and GHG emissions from the digital sector.
- Event organization and stakeholder engagement in an international setting.
- Stakeholder engagement and coordination around policymaking measures.

- Identifying funding opportunities and supporting resource mobilization efforts for projects related to climate change and circular economy.

The candidate will have the opportunity to benefit from learning opportunities such as:

- **Regular One-on-One Meetings:** Scheduled sessions to discuss progress, address challenges, and set goals.
- **On-the-Job Training:** Hands-on experience with real tasks and projects to develop practical skills.
- **Mentorship and Guidance:** Continuous support and advice to foster professional growth and development.
- **Workshops and Seminars:** Participation in relevant training sessions to enhance knowledge and expertise.
- **Feedback and Evaluation:** Constructive feedback on performance to identify areas for improvement and celebrate successes.
- **Networking Opportunities:** Introduction to key contacts within the organization and industry to build professional relationships.