



Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: JPO: Green Digital & AI Policies

Organizational Unit: Section for Digital Policies & Digital Transformation, Communication & Information Sector

Duty Station: Paris, France

BACKGROUND INFORMATION

The [Communication and Information](#) Sector's mission is to build inclusive knowledge societies through fostering universal access to information, digital transformation for sustainable development and the preservation of documentary heritage.

Within the Sector, the Section for Digital Policies & Digital Transformation supports Member States in navigating human right-based digital transformations through national assessments of digital enabling environments, accompanied by policy advice for inclusive and multistakeholder driven digital governance, while enhancing the capacities of governments to implement digital transformation initiatives across the executive, legislative and the judicial branches of government. The Section facilitates digital cooperation through multistakeholder fora to develop capacities, exchange knowledge on good digital policy practices and enhance strategic foresight.

DUTIES AND RESPONSIBILITIES

The JPO will support activities in the Digital Policy work programme, with a strong focus on green digital and sustainable AI policies, data governance, and environmentally responsible digital transformation. Specific duties will include:

Research and Knowledge Management:

- Conduct research on green digital transformation, focusing on topics such as sustainable AI practices, AI's environmental impacts, energy-efficient data governance, digital inclusion, and connectivity.

- Contribute to the preparation of advocacy and outreach materials, including reports, knowledge products, and communication assets that highlight best practices in green AI and digital sustainability.
- Analyze global trends in AI and digital policy related to sustainability to inform policy briefs, technical reports, and other outputs that support UNESCO's environmental goals.

Technical Support and Implementation:

- Assist in the development and testing of AI-based tools and digital solutions that incorporate environmental considerations, supporting sustainable digital governance initiatives.
- Collaborate with technical teams and partners to ensure AI models are optimized for energy efficiency, align with sustainability goals, and adhere to policy objectives and ethical standards.
- Support the integration of sustainable AI systems within digital policy frameworks, guided by senior team members, to help Member States achieve green digital goals.

Stakeholder Mapping and Engagement:

- Identify and assist in engaging partners and experts in green digital and AI policy capacity building, focusing on environmental sustainability, data governance, digital rights, and agile governance.
- Conduct stakeholder mapping to identify and categorize relevant actors across government, academia, civil society, private sector, and environmental organizations involved in sustainable digital and AI policy initiatives.

Programme & Project Support:

- Collect, organize, and analyze data related to green digital transformation and sustainable AI, contributing to evidence-based policy recommendations.
- Assist in preparing conceptual frameworks and concept notes on digital policy and transformation initiatives, with a focus on sustainability and climate-

Operations Support:

- Provide administrative and logistical support in the planning and organization of meetings, events, workshops, and conferences in coordination with other staff.

LEARNING OBJECTIVES

- Develop an understanding of sustainable digital transformation and green AI policy, including the design, implementation, and management of environmentally responsible digital projects.
- Gain insight into multilateral processes, especially in the context of sustainability-focused digital governance and policy development.
- Gain knowledge in digital/AI tool development applied in policy setting and policy contexts.
- Gain insight into development and implementation of communication and information projects.
- Understand the context of global policy making in the field of communication and information projects, including role of international organizations through their work in setting standards,

facilitating knowledge exchange, providing policy advice, enhancing human and institutional capacities and facilitating cooperation.

- Understanding international project management through learning-by-doing approaches.
- Developing domain knowledge in the field of communication and information projects
- Acquiring and strengthening skills in research, writing and communication.
- Developing soft skills such as stakeholder management, problem-solving skills, interpersonal skills and work ethic.
- The JPO will also gain an understanding of the overall work of UNESCO and be given an opportunity to develop soft skills of the UNESCO Competency Framework, in particular teamwork, flexibility, communication and client-focus.

REQUIRED QUALIFICATIONS

Academic qualifications:

- Currently enrolled in a graduate programme (Master's degree, PhD, or equivalent) or recently graduated (within the last 12 months) with a Master's degree or PhD in a development or technical related field (AI, Data Science, Computer Science, AI Policy, Business Administration, Public Administration or Management, or equivalent).
- Candidates who have completed their full-time Bachelor's degree but are not enrolled in a graduate programme are not eligible to apply.

Languages:

- Excellent command of English or French, both written and spoken. A working knowledge of the other language is an asset.

Technical Skills:

- Familiarity with AI systems and machine learning concepts.
- Experience with data analysis and visualization tools.
- Excellent knowledge of computer systems and office-related software.

Desirable Technical Skills:

- Experience or coursework in implementing AI or machine learning solutions.
- Proficiency in programming languages such as Python, R, or Java.
- Knowledge of machine learning frameworks like TensorFlow, PyTorch, or scikit-learn.
- Knowledge of the end-to-end data science process, including data collection, cleaning, preprocessing, feature engineering, model selection, evaluation, and deployment.

Soft Skills:

- Strong interpersonal and communication skills.
- Ability to work well in a team and adapt to an international working environment.

