Title:	Digital Infrastructure Officer
Bureau/Dept/Unit:	BDT / DDR / ARB
Supervision:	Rouda AlAmir Ali, Programme Officer
Duration:	2 years (with option for renewal)
Location:	ITU Regional Office – Cairo, Egypt
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 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:
- 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 office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

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

The ITU Office for the Arab States, located at the ITU Headquarters, facilitates the Union's work with its membership from 22 Member States, serving as a channel for disseminating information on activities, developing closer ties with regional and sub regional organizations, as well as executing and following up on projects (including ones related to the regional initiatives), providing technical assistance to countries in special need and many more in line with the requests of ITU. Significant part of the work of the Office is dedicated to the implementation of the five ITU Regional Initiatives for Arab region adopted by the World Telecommunication Development Conference (WTDC-22), including Regional Initiative on "Developing digital infrastructure for smart sustainable cities and communities".

The JPO will be part of the ITU Office for the Aab States team and, apart from the tasks related to the Digital Infrastructure, he/she will also be entrusted with regular activities of the Office. Close supervision and coaching will be provided directly by the programme Officer.

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

Under the supervision of the Head of the ITU Office for the Arab States, the Junior Professional Officer will:

- Conduct research on ICT infrastructure in the Arab region and assist in the preparation of research papers, briefs, working documents, and presentations related to it.

- Contribute to the preparation and organization of regional or national meetings/workshops/seminars related to the ITU Regional Initiatives for the Arab region, with particular focus on ARB Regional Initiative 3 on Developing digital infrastructure for smart sustainable cities and communities. This includes but is not limited to the preparation of meetings' documentation, assistance during coordination meetings, and preparation of summaries.

- Support the implementation of engagement strategies, targeting new Arab stakeholders interested in partnering on the implementation of the ITU Regional Initiatives for the Arab region, with particular focus on ARB Regional Initiative 3 on Digital Infrastructure Development.

- Participate in the elaboration of project proposals corresponding to the expected results of the ITU Regional Initiatives for the Arab region.

- Facilitate implementation of effective communication campaigns on social media relating to the implementation of the ITU Regional Initiatives, with particular focus on ARB Regional Initiative 3 on Developing digital infrastructure for smart sustainable cities and communities.

- Perform other tasks as requested by the supervisor.

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 be expected to interact internally at all levels possible as well as externally the operational level of the ITU Membership and other stakeholders engaged in the work ITU as well as the implementation of the ITU Regional Initiatives for The Arab region. This may include Managers, Directors, Vice Presidents. The JPO is required to possess strong communication skills allowing them to engage with ITU Memberships as well as other stakeholders relevant to the activities of the Office, potentially to become ITU Members in the future. The JPO needs to demonstrate significant ability of maintaining contacts, exchange information, persuade, advocate, build alliances, and, upon clearance by the supervisor, to make commitments for the Organization or represent ITU.

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.):*

- Understanding of the ICTs especially with regards to development trends, challenges and opportunities in ITU Arab region;
- Knowledge of League of Arab States (LAS) structures as well as other relevant organizations and stakeholders dealing with ICTs in the Arab region;
- Good knowledge in the field of digital infrastructure and its resilience;
- Ability to conduct research as well as drafting and editing publications / official documents;
- Microsoft Word, Excel, Power Point and ability of learning new software applications; Social media (Twitter, LinkedIn, Facebook etc) and collaborative tools.

F. Qualifications required

1. Education:

University degree in public policy, telecommunications, ICTs, economics/management, international development or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced 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. working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Previous experience in the field of ICT infrastructure development at the international level is an asset. Previous experience in interacting with diverse stakeholders at the level of the Arab region.

G. Languages:

Fluency in English is required. Knowledge of Arabic or French Language would be of advantage. Good knowledge of the Arab Region and LAS structures would be of advantage.

H. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:
- Project and program management;

- Building multi-stakeholder partnerships;
- Cooperation at regional and international level;
- Enhanced knowledge infield of digital skills and digital inclusion;
- Understanding of the UN development system, including WSIS and SDG processes and ITU's contribution to the achievement of SDGs.

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. Learning process will be gradually strengthened by entrusted management functions of concrete activities leading towards generation of an concrete results (e.g. workshop, study, report, presentation, project) that will further strengthen technical competencies of incumbent.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:
- The candidate will acquire excellent knowledge and experience of the telecommunications and ICT sectors in the Arab region, as well as the functioning of the ITU and the UN system.
- 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.
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I. **Additional information regarding the post** *(Additional space for comments that have not been mentioned in the above sections, if any.)*