Title:	Junior Professional Officer – Disaster Preparedness
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.

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'.

A. 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).

The Telecommunication Development Bureau (BDT) plays a critical role in emphasizing the importance of ICTs in disaster risk reduction and management. It supports Member States in disaster management phases by designing national emergency telecommunications plans, setting up early warning and monitoring systems, and providing emergency telecommunications equipment when disasters strike. BDT also supports the use of digital technologies to mitigate the effects of natural hazards and works to strengthen countries' early warning dissemination and communication capacities under the UN Early Warnings for All Initiative.

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 Emergency Telecommunications webpage](#).

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

Under the direction and supervision of the Head of the Climate Change and Emergency Telecommunication Division (CET), the Junior Professional Officer will:

- Support BDT's efforts in the UN Early Warning for All Initiative, including in the areas of communication, fund-raising, and technologies.
- Assist in preparing communication and awareness materials, including drafting reports, presentations, and drafting briefing and meeting notes.
- Conduct research on ICTs for disaster risk reduction and management.
- Support the coordination of developing and maintaining a repository of case studies and subject matter experts.
- Participate in meetings and workshops with various stakeholders, from the other EW4All partner organizations but also countries and the private sector
- Assist in organizing meetings, workshops, and other events related to using ICTs for disaster management.
- Perform other tasks as requested.

C. 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 (JPO) will engage with a diverse range of contacts, including:

- **ITU/BDT Colleagues:** Under the direction of the Head of the Climate Change and Emergency Telecommunication Division (CET), regular interaction with colleagues within the Telecommunication Development Bureau (BDT) and its various departments, such as the Digital Networks & Environment Department (DNE), to coordinate activities and share information. Especially, the JPO will collaborate with the Resource Mobilization Team and the Project Managers of the EW4All, both at Headquarter and in Regional Offices.

- **Collaborators:** Frequent collaboration with partner organizations involved in the UN Early Warning for All Initiative, including the World Meteorological Organization (WMO), the UN Office for Disaster Risk Reduction (UNDRR), and the International Federation of Red Cross and Red Crescent Societies (IFRC). The JPO will develop and maintain these contacts to exchange information, coordinate efforts, and build alliances, as part of his supporting role of the EW4All project manager and team's colleagues.

- **Suppliers and Clients:** Monthly contact with the Pillar 3 "Implementing partners" related to ICTs for disaster management, ensuring the effective implementation of EW4all initiatives.

- **Media:** Interaction with BDT communication department, to prepare and disseminate communication and awareness-raising materials, advocating for the organization's initiatives and achievements.

- **Major Donors:** Meetings and documentation support, towards and with major donors to secure funding related to EW4All.

Skills Used:

- **Exchange of Information:** Sharing and receiving/tracking information to ensure all stakeholders are informed and aligned.

- **Persuasion and Advocacy:** Engaging with stakeholders to support initiatives and advocating for the EW4All's goals.

- **Representation:** Representing the organization in meetings, workshops, and events to promote its mission and objectives.

Purpose and Frequency of Contacts:

Purpose: The primary purpose of these contacts is to collect and share information and support all initiatives and efforts related to the EW4All project.

Frequency: Daily, as the JPO will be included in the Headquarter team of the E4All.

D. 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.):*

- Knowledge of Regulatory Frameworks: Familiarity of international and national regulations related to climate change, disaster risk reduction, and emergency telecommunications.
- Project Management Methodologies: Familiarity with project management principles and methodologies, including planning, execution, and monitoring of projects.
- Research Skills: Competence in conducting research on ICTs for disaster risk reduction and management, and synthesizing findings into actionable insights.
- Communication Skills: Ability to prepare communication and awareness materials, draft reports, presentations, and briefing notes effectively, as well as supporting .
- Knowledge of Information and Communication Technologies (ICTs) for disaster risk reduction would be of preference.
- Event Organization: Skills in organizing meetings, workshops, and other events related to using ICTs for disaster management.
- Analytical Skills: Ability to analyze data and information to support decision-making and strategic planning.
- Adaptability: Flexibility to perform various tasks as requested and adapt to changing priorities and requirements.

E. Qualifications required

1. Education:

University degree in ICTs/telecommunications engineering, mathematics, international cooperation, business management, or international policy. Alternatively, 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.)

F. Training and Learning Elements:

The candidate will:
- learn about the critical role of ICTs in climate adaptation, in particular for disaster risk reduction and management. They will gain experience in preparing communication and awareness materials, conducting research, fundraising, and coordinating and working with various stakeholders from many countries.
- enhance their understanding of early warning systems and the use of ICTs in emergency telecommunications; and learn about the opportunities and challenges in using early warning systems for climate adaptation.
- develop skills in organizing and participating in meetings, workshops, and other events related to disaster management.
- have opportunities to work closely with UN agencies, public and private sector stakeholders, and contribute to international initiatives aimed at reducing the impact of disasters.
- support BDT's efforts in leading the warning dissemination and communication pillar of the UN Early Warning for All Initiative, a UN initiative that is lead by the World Meteorological Organization(WMO), the UN Office for Disaster Risk Reduction (UNDRR), ITU, and the International Federation of Red Cross and Red Crescent Societies (IFRC). In addition to coordinating and working closely with these and other EW4All partner organizations, the candidate will assist in preparing communication and awareness raising materials, conducting research, coordinating the development and maintenance of a repository of case studies, participating in meetings and workshops, and organizing events related to using ICTs for disaster management.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

1. **Regular One-on-One Meetings**: Scheduled sessions to discuss progress, address challenges, and set goals.

2. **On-the-Job Training**: Hands-on experience with real tasks and projects to develop practical skills.

3. **Mentorship and Guidance**: Continuous support and advice to foster professional growth and development.

4. **Workshops and Seminars**: Participation in relevant training sessions to enhance knowledge and expertise.

5. **Feedback and Evaluation**: Constructive feedback on performance to identify areas for improvement and celebrate successes.

6. **Networking Opportunities**: Introduction to key contacts within the organization and industry to build professional relationships.

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