

February 2023

Title: Digital Development Projects Intern

Bureau/Dept/Unit: ITU Regional Office for Africa (BDT / DDR / RO-AFR)

Supervision: Senior Advisor

Duration: 6 to 11 months maximum

Location: Field – ITU Regional Office for Africa in Addis Ababa, Ethiopia (or ITU Area  
 Office in Dakar, Senegal; Harare, Zimbabwe; Yaoundé, Cameroon)

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.

1. **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.

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| 1. **Organizational context:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)   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 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. |

## **Terms of Reference / Internship Objective:** *(The type of work that may undertake an intern must directly supports ITU’s work in the area of its mandate. The programme is not intended to substitute for work and activities covered by established posts whatever the source of funding. Therefore, the content of the terms of reference of the proposed Internship, must not be similar to functions and responsibilities contained in a job description but should describe activities to which the trainee will be associated during the course of his/her training period. However, the description should be sufficiently precise so that the prospective trainee has a clear idea of ​​what is expected of him/her, and so that, it can be validated by the educational institution.)*

The objective of the internship is to provide the candidate with the opportunity to be involved in the full lifecycle of key projects undertaken by the Telecommunication Development Bureau and the ITU Regional Office for Africa on topics related to digital transformation.

Under the supervision of the Senior Advisor, and in close collaboration with colleagues in the ITU Regional and Area Offices, and in ITU Headquarters, the Intern will:

* Research topics covered by digital development projects and follow project-related discussions in social media, press and general media, and compile this information for sharing with the team, for inclusion in reports and briefings.
* Assist in producing briefings, content and background reports to support the development and implementation of digital development projects. The content developed may be featured in official documents, blogs, social media and project related deliverables.
* Assist in the research for fundraising purposes to support the development and implementation of projects and activities.
* Participate in compiling data and information and drafting text for inclusion on the website and in databases.
* Assist in preparing and executing project related events and workshops on topics related to digital transformation (connectivity, regulation and policy, digital inclusion, capacity development, etc.)
* The intern may be asked to carry out any other related tasks as required by the supervisor to contribute to the success of the team.

1. **Competencies**

**Technical Competencies** *(Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):*

* **Core Competencies:** Effective Communication; Learning and Knowledge Sharing; and; Teamwork and Collaboration.
* **Essential Functional Competencies:** Analysis, Client, and Service Orientation; Planning and Organizing.
* **Essential Technical Competencies:** Knowledge of the use of digital technologies, Proficiency in the use of data analysis and business intelligence software (e.g., Excel, Tableau) and web publishing tools would be useful.

1. **Qualifications required**
2. **Education**:

University degree in the areas of telecommunications, innovation, business administration, international relations, development studies or an equivalent level of education and specialization in a relevant field.

1. **Work experience**:

No work experience is required.

1. **Languages:**

Fluency in oral and written English is a requirement. Knowledge of French is an additional advantage.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* what digital transformation is and how digital technologies can support the advancement of development targets and objectives, including the UN Sustainable Development Goals (SDGs).
* opportunities and challenges with regards to implementing digital development projects.
* country specific contexts and progress made to advance national and regional development priorities using digital technologies.
* stakeholders working in digital transformation and development on the African continent and why this is important when designing and implementing digital development projects.
* research and impactful writing on digital development.
* how to work effectively within a multicultural, multilingual, and diverse team.
* how to meaningful contribute to digital development work in a UN specialized agency.

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

The ITU Regional Office for Africa in Addis Ababa represents the Union in Africa and helps the 44 Member States in the region. Enabling and accelerating digital transformation is at the heart of the work on the continent and working in partnership is critical to advancing digital development as bringing emerging technologies and digital solutions in areas such as education, health, and finance, can only be achieved as a collective effort. The internship candidate will contribute to projects that the ITU Regional Office for Africa has in its portfolio.