

February 2023

Title: Communication Intern

Bureau/Dept/Unit: BDT – Americas Regional Office in Brasilia

Supervision: Regional Director

Duration: 6 to 11 months maximum

Location: RO Americas – Brasilia, Brazil,

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:**   Within the Telecommunication Development Bureau (BDT) of ITU, in close collaboration with the Deputy to the Director, and with Departments within the BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences. |

## **Terms of Reference / Internship Objective:**

Under the regular supervision of Regional Director of the Americas Regional Office, the Communication intern will:

• Assist in the implementation of projects from the Americas region and follow-up all related activities. Assist in the exchange information with internal services of ITU for the implementation of projects, coordinate with the Americas project managers all related project administrative process, elaboration of project documents, bid processes, financial and progress reports.

• Participate in the communication strategies for projects, initiatives and activities and follow-up on the content to be posted, deadlines, preparation of relevant promotional material and update website content. Take part in the organization of meetings or conference calls; review input documents for coherence and technical accuracy and report to supervisor and writes-up meeting minutes.

• Draft and propose presentations, briefings, background papers to assist in the coordination of the meetings to be carried out in ITU Headquarters, study groups, operational aspects of events' planning, design, preparation, implementation and respond to external and internal queries on ITU events to be carried out in the Americas region.

• Carry out research and monitor membership outreach and engagement initiatives, mainstreaming opportunities for engagement within projects, initiatives, programs, ITU-D Study Groups and other platforms for collaboration.

• Contribute to the preparation of various written outputs, e.g., drafts background papers, presentations; analytical notes, sections of reports and studies.

• Provide support on capacity building activities in coordination with the staff of the Americas region as required.

• Take part in the coordination of the projects with staff across the organization as requested.

• Perform other tasks as required.

1. **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 Organizing; Successful Management
* Essential Technical Competencies :

Knowledge of global trends in work. Knowledge of regulatory frameworks in the Americas Region. Knowledge of project management principles and methodologies.

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

University degree in administration, economics, international relations, engineering, languages or a related field, OR education from a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the fields above.

1. **Work experience**:

No work experience is required.

1. **Languages:**

Knowledge of English or Spanish at advanced level.

1. **Training and Learning Elements:**

The candidate will acquire excellent knowledge and experience of:

* Project Management
* Event Organization
* Procurement Process

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.