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## Job Description – Junior Professional Officer

### 1. General Information

<b>Title</b>	Junior Professional Officer
<b>Office</b>	ITU Area Office in Honduras
<b>Location</b>	Tegucigalpa, Honduras
<b>Duration of Assignment</b>	Two years with possibility of extension

### 2. Supervision

*2.1 Title of Supervisor:* ITU Area Representative

*2.2 Content and Methodology:* At the beginning of the assignment, the JPO and the supervisor will discuss the general work of the ITU and its activities in the region. After short initiation period, including security briefing, the JPO will gradually take up more responsibilities as defined below under “duties and responsibilities”. His/Her performance will be periodically reviewed, and regular advice will be provided by the supervisor in the different phases of the JPO’s work. The final evaluation will be carried out by the Area Representative, ITU Area Office in Honduras.

### 3. Objective of the Posting

The ITU’s JPO program is aimed at providing Junior professionals, usually under 35 years of age, with an opportunity to gain experience in the field of ICTs in relation to development and international cooperation through training and on-the-job experience especially contributing to the implementation of ITU’s programmes, projects and activities through the deployment of junior professionals. Respect for the principles of the United Nations Charter and the participating UN organizations Mission Statements.

#### *3.1 Duties and responsibilities*

Under the supervision of the Area Representative in Honduras and in close coordination with ITU Project Manager and counterpart the incumbent will contribute to the overall success of the Area Office assisting the work in the different tasks assigned, among them:

- Support the Head of the Area Office in technical aspects of Project Management, including diverse planning and implementation activities
- Technical contents of events, speakers, chairs issues, objectives, reports on events;

- Promotion and Communication Activities, improve perception, finding opportunities to involve media and sponsors for events and to increase membership
- Support the Head of the Area Offices in his duties to represent ITU and the Area Office as instructed, including missions outside of the country base;
- Provide statistics, data gathering about ICTs needs in the countries, to elaborate strategies for relevant activities
- Liaise with Consultants, the Regional Office in Brasilia and Headquarters in Geneva, in order to carry out the task assigned.
- Perform any other tasks in his/her area of expertise assigned by the Head of the Area Office.

#### **4. Qualifications and experience required**

*4.1. Qualifications:* Master's degree (or equivalent) in information systems, computer science, information technology or relevant field, OR education in a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the above-mentioned fields. An advanced university degree will be an advantage;

*4.2 Experience:* Minimum of two years of working experience is highly desirable; experience in a developing country is considered as an asset;

*4.3 Languages:* written and spoken proficiency in at least one of the six official languages of ITU, Arabic, Chinese English, French, Russian and Spanish; a good knowledge of a second official languages of UN will be an asset

*4.4 Functional/Technical Knowledge/Skills:*

- Excellent information technology skills, including word-processing, database applications, presentation software, and use of Internet facilities;
- Ability to think strategically; to express ideas clearly; to work independently and in teams; to demonstrate a sense of self-assuredness combined with cultural and gender sensitivity;
- A strong commitment to development; an interest in adapting to varied physical and professional environments; and a desire to work with people with different language, national and cultural backgrounds;