



Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer, Resource Mobilization
Office	ITU Regional Office for the Americas and the Caribbean
Location	Brasilia, Brazil
Duration of Assignment	Two years with possibility of extension

2. Supervision

2.1 Title of Supervisor: Regional Director, ITU Regional Office for the Americas and the Caribbean

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 Regional Director, ITU Regional Office for the Americas and the Caribbean.

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. This is achieved 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. The incumbent will commit to respect the principles of the United Nations Charter and the participating UN organizations Mission Statements.

3.1 Duties and responsibilities

Under the supervision of the Regional Director of the ITU Regional Office for the Americas and the Caribbean, and in close coordination with ITU Area Offices in the region and in collaboration with the corresponding Units at ITU Headquarters as relevant, the incumbent will assist in providing support to ITU Development Sector fundraising process and other resources mobilization to implement Projects. In particular, he/her will undertake the following duties:

- Act as agent in the BDT fundraising process in straight coordination with ITU HQ personnel involved in this sort of activity and taking into consideration current BDT resource mobilization strategy, if any;
- Based on the Regional Initiatives (RIs) approved for the Americas Region during the last World Telecommunication Development Conference (WTDC), identify interested partners

- for project implementation. In close collaboration with ITU field and HQ related personnel, he/her will assist in the preparation of project proposals for the implementation of these RIs;
- Address donors and partners who have an interest to invest its resources (financial or in-kind) to support project proposals in the Americas region;
 - To recommend and propose courses of action related to donors and partners based on their specific requirements;
 - Monitor ongoing collaborations, and if necessary, identify and propose new collaboration opportunities as to avoid discontinuity in the implementation of project. Propose project Revision to include/review partnerships;
 - Promote discussions and will cooperate in the organization of working meetings with private sector enterprises and other relevant parties (individuals/associations) to identify perspective channels of cooperation;
 - Identify other organizations working on similar initiatives and discussing with them the possibility of joining efforts in order to optimize resources and avoid duplication of efforts;
 - Remain alert to any fundraising opportunity and prepare necessary support documentation to share discoveries with colleagues and management to encourage application or exchange of information towards joint cooperation;
 - Perform any other tasks in his/her area of expertise assigned by the Head of the Regional 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:

- 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;
- Excellent information technology skills, including word-processing, database applications, presentation software, and use of Internet facilities;
- 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;