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## Job Description – Junior Professional Officer

### 1. General Information

<b>Title</b>	Junior Professional Officer, Project Development
<b>Office</b>	ITU Regional Office for the Americas and the Caribbean
<b>Location</b>	Brasilia, Brazil
<b>Duration of Assignment</b>	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 for the Americas and the Caribbean and in close coordination with ITU Project Manager and counterpart as relevant, the incumbent will assist in the technical cooperation programme and/or project assigned to him/her on the basis of the Programmes, Regional Initiatives and operational plan of the ITU Development Sector. The post assists and serves as a focal point for the Sector and Office regarding programme and project execution. In particular, the incumbent will undertake the following duties:

- Assist in the preparation of Project documents in the field of telecommunications
- Assist in the implementation of project activities
- Undertake resource mobilization with different partners

- Prepare the needed documentation to follow up all administrative processes with corresponding services at ITU Headquarters, national administrations or operators, UNDP, or other funding sources to ensure that action is taken for the approval and implementation of projects
- Coordinate with ITU different Services all activities related to implementation of projects (e.g. equipment acquisition, recruitment of experts and awarding of fellowships, promotion)
- Monitor and evaluate the status of implementation of projects and propose corrective actions, including amendments to contracts, as needed
- Elaboration of progress and other reports
- Carry out missions, if necessary
- 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:*

- 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.