



Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer
Office	Ethics Office
Location	ITU Headquarters, Geneva, Switzerland
Duration of Assignment	One year with possibility of extension

2. Supervision

2.1 Title of Supervisor: Ethics Officer

2.2 Content and Methodology: The supervisor will introduce the JPO to the ITU Ethics function, its objectives and outputs. Work will be assigned to the JPO gradually as he or she takes up more duties and responsibilities. The JPO's work performance will be periodically reviewed; training and advice will be provided to the JPO by the Ethics Officer, who will carry out the final evaluation of his or her work.

3. Objective of the Posting

The JPO will support the establishment of the ITU Ethics Office.

3.1 Duties and responsibilities

Under direct supervision of the ITU Ethics Officer, the incumbent will carry out the duties as below:

1. Assist the Ethics Officer in the implementation of the mandate of the Ethics Office by:
 - a. Conducting ethics-related research and analyzing background information for standards setting work.
 - b. Doing background research, interviewing relevant staff, analyzing existing rules and regulations and drafting initial responses for the provision of specific case advice to staff and management on ethics and standards of conduct by doing.
 - c. Conducting preliminary review of complaints to determine whether there is a credible case of retaliation or threat of retaliation to assist the Ethics Officer in

dealing with cases of staff who seek protection against retaliation by conducting.

- d. Contributing to the development of position papers and presentations concerning ethics and integrity issues relevant to the mandates and responsibilities of the Ethics Office by identifying issues, conducting background research and by drafting initial papers for further consideration by the Ethics Officer.
 - e. Assisting in the development of contents of ethics training and information materials.
2. Perform any other additional activities, as assigned by the Ethics Officer, that may be required to ensure the success of the Ethics Office.

4. Qualifications and experience required

4.1. Qualifications: Advanced University degree in law, criminal justice, social sciences (e.g. industrial psychology, industrial labor relations, and sociology), public policy, corporate ethics or other relevant field.

4.2 Experience: 2 years of international professional work experience including experience in public and/or private institutions in the areas of ethics, such as developing standards, policies, compliance programmes, code of conduct, accountability and compliance frameworks and financial disclosure programmes, or related fields.

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

4.4 Competencies:

- Knowledge of current industry best practices relating to corporate ethics and business conduct/practice would be an asset.
- Ability to communicate effectively with staff at all levels regarding highly sensitive issues while developing trust and maintaining confidentiality.
- Ability to exercise sound judgment and prudence. Demonstrate skills in analytical thinking and problem solving and writing.

5. Description of the staff

The Ethics Office is currently composed of one P staff and one G staff.

6. Reporting

The Ethics Officer reports directly to the Secretary-General.

7. Funding

The budget of the Ethics Office is included in the budget allocated to the activities of the office of the Secretary-General. There are no extra budgetary funds.