



Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer
Office	Office of the Secretary-General
Location	ITU HQ, Geneva, Switzerland
Duration of Assignment	One year with possibility of extension

2. Supervision

2.1 Title of Supervisor: Executive Officer, Office of the Secretary-General

2.2 Content and Methodology: At the beginning of the assignment, the JPO and the supervisor will discuss the ITU activities including the scope and objectives of the Risk Management project further to the adoption of the Resolution 151 by the ITU Plenipotentiary Conference (Guadalajara, 2010).

The JPO will gradually take up more duties and responsibilities as defined below. His/Her performance will be periodically reviewed and regular advice will be provided to the JPO by the supervisor, who will carry out the final evaluation of his/her work.

3. Objective of the Posting

The JPO will support the development and implementation of an Enterprise Risk Management (ERM) framework within the ITU.

3.1 Duties and responsibilities

Under the supervision of the Executive Officer, the incumbent will perform the following tasks:

- Assist in the preparation of the planning of the ERM project and the definition of the implementation strategy and develop a facilitation plan.
- Review the Organization and the Enterprise Risk Management needs in collaboration with the General Secretariat and the Sectors of the ITU. Conduct research on risk management best practices and analyzing background information.
- Assist in the design of a risk management process suited for the ITU with a coherent methodology and tools and clear guidelines for implementation.

- Contribute to the development of a risk management policy adapted to the Union.
- Make recommendations, provide substantive input and contribute to the development of the communication and training plan and assist in the organization of workshops to create risk awareness, promote risk policy and build up general capacity and critical skills for the implementation of the ERM system.
- Participate in the design of the IT risk platform to support the risk management process, which shall support the management and decision making process and embedded in the culture and practices of the Organization.
- Perform any other related duties as assigned by the Executive Officer.

4. Qualifications and experience required

4.1. Qualifications: Master's degree (or equivalent) in business administration, management, engineering or other relevant field.

4.2 Experience: A minimum of two years experience in risk management, project management, corporate management, controlling, management methods or business processes management is highly desirable.

4.3 Languages: Written and spoken proficiency in English and French.

4.4 Competencies:

- Knowledge of current industry/public sector administration best practices relating to risk management would be an asset.
- Skills and ability to formulate opinion, make conclusions and recommend solutions.
- Commitment to develop and implement innovative processes. Planning and organisational capability required.
- Ability to think strategically; to work independently and in teams;
- Good interpersonal skills and the ability to work in a multi-cultural environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with officials.