



Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer, Spectrum Management
Office	ITU Area Office Barbados
Location	Bridgetown, Barbados
Duration of Assignment	Two years with possibility of extension

2. Supervision

2.1 Title of Supervisor: ITU Area Representative for the Caribbean, ITU Area Office Barbados

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 ITU Area Representative for the Caribbean, ITU Area Office Barbados.

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 ITU Area Representative for the Caribbean, based at the Barbados Area Office and in close coordination with other relevant ITU personnel, the incumbent will assist Caribbean countries with spectrum management activities. To this end he/she will:

- Review spectrum allocation/assignment plans in the Caribbean in relation to allocations in the ITU Radio Regulations;
- Examine spectrum allocation plans/policies prepared by the Caribbean Telecommunications Union with a view to their adoption and implementation;
- Gather information to highlight the needs of Caribbean countries in relation to the expansion of mobile services in the region and the availability of adequate spectrum;

- Assist Caribbean countries/organizations in carrying out spectrum management activities, including dealing with interference;
- Provide assistance in relation to the use of the ITU Radio Regulations, the Spectrum Management System for Developing Countries (SMS4DC) as well as in the preparation for WRCs and other regional and international meetings dealing with spectrum management matters;
- Provide assistance with the transition from Analogue to Digital transition and the resulting digital dividend;
- Perform any other tasks in his/her area of expertise assigned by the Caribbean Representative

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:

- Knowledge of information technology skills, including word-processing, database applications, presentation software, and use of Internet facilities;
- Knowledge of ITU Radio Regulations and spectrum-related Handbooks,
- 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;