Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer
Office	ITU Regional Office for Asia and the Pacific
Location	Bangkok, Thailand
Duration of Assignment	Two years with possibility of extension

2. Supervision

2.1 Title of Supervisor: ICT Specialist, ITU Regional Office for Asia and the Pacific

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 and Thailand in particular. 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 Asia and the Pacific.

3. Objective of the Posting

The JPO will work in ITU Regional Office for Asia and the Pacific (Bangkok, Thailand). In particular, the JPO is expected to spend a significant amount of his/her working time in researching on various aspects of telecommunication/ICT infrastructure and applications in other countries ranging from policy & regulation to telecommunication management.

3.1 Duties and responsibilities

Under the supervision of the ICT Specialist, ITU Regional Office for Asia and the Pacific, the incumbent will carry out the duties as below:

- Research policies, strategies and measures having been implemented and/or formulated in various countries on telecommunication/ICT infrastructure and applications;
- Identify and build relationships with potential partners, draft memoranda of agreement and project documents;

- Assist in review and development of action plan and initiatives undertaken in telecommunication/ICT infrastructure including spectrum management;
- Assist in organisation of workshops, seminars and training on subjects related to ICTs technology and applications;
- Facilitate development of an inventory of relevant resources e.g. web-based repository;
- Perform other related duties as assigned by the supervisor to ensure the success of the team.

4. Qualifications and experience required

4.1. Qualifications: Master's degree (or equivalent) in public administration, engineering, information technology, computer science, management or equivalent.

4.2 Experience: One to two years of working experience is highly desirable; experience in a developing country is an asset. Comprehensive background and understanding of telecommunication/ ICT infrastructure and / or spectrum management. Knowledge of IT networks, web-page management and design would be an advantage.

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:
- Sound practical knowledge of telecommunication /ICT sector especially infrastructure;
- Practical experience in telecom network management and / or spectrum management;
- Ability to research, consolidate and analyze information from multiple sources;
- Excellent communication skills including report writing capabilities;
- Ability to work with basic office and presentation software, Microsoft Word, Excel and PowerPoint;
- Ability to build skills on website development;
- Ability to perform analytical thinking and problem solving; and
- Very good oral and written communication skills.

5. Learning Elements
At the end of the assignment, the JPO will have acquired more knowledge and experience in telecommunication/ICT infrastructure and applications. It is envisaged that the JPO will also gain experience as a trainer on issues relating to telecommunication/ICT in programs organised by the ITU in Asia and the Pacific region.