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## Job Description – Junior Professional Officer

### 1. General Information

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

### 2. Supervision

*2.1 Title of Supervisor:* Advisor, 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 Regional Office for Asia and the Pacific, including the countries that the office covers, responsibilities, objectives and outputs. 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) and would add value to the ongoing human capacity building and partnership endeavours in Asia and the Pacific region.

#### *3.1 Duties and responsibilities*

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

- Analyze the progress of ongoing human capacity building activities in the Asia-Pacific region in the telecom/ICT sector in terms of participation, direction of progress, quality and achievements;
- Study the operational and financing mechanism and propose changes while working on delivery of trainings;

- Assist in the development of a draft management structure and long term strategic plan for human capacity building activities in the Asia-Pacific region;
- Assist in drafting a promotion plan for human capacity building and design websites / promotional templates;
- Contribute towards building partnerships from public and private sector;
- Perform other related duties assigned by the Regional Director, ITU Regional Office for Asia and the Pacific to ensure the success of the team.

#### **4. Qualifications and experience required**

*4.1. Qualifications:* Master's degree (or equivalent) in law, business management, engineering, economics, public administration or a relevant combination of academic preparation and experience.

*4.2 Experience:* Minimum of 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 Sector. At least 2 years hands-on experience in one or more of the following areas of telecommunication / ICT sector: policy making, regulation, legislation, training and service provision. Knowledge of 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 Competencies:*

- Sound practical knowledge of telecommunication /ICT sector.
- Excellent research skills and very good knowledge of global trends in this area of work.
- Ability to build skills on website development and online learning platform.
- Ability to actively participate and contribute to teamwork.
- Ability to perform analytical thinking and problem solving; and
- Very good oral and written communication skills including report writing capabilities.

#### **5. Learning Elements**

At the end of the assignment, the JPO will be trained during his/her assignment on preparing and managing human capacity building initiatives in the telecommunication/ICT area. In the process, he would also gain experience on structuring public private partnerships to drive such initiatives.