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## Job Description – Junior Professional Officer

### 1. General Information

**Title:** Junior Professional Officer - Climate Change  
**Office:** ITU Telecommunication Standardization Bureau (TSB)  
**Location:** Geneva, Switzerland  
**Duration of Assignment:** Two years with possibility of extension  
**Context:**

The International Telecommunication Union (ITU) is the UN specialized agency responsible for information and communication technologies (ICTs). Its membership, comprising 192 governments and over 700 private companies, has called for ITU to take the lead in engaging the global community (including the UN system, the ICT industry, as well as academia and NGOs) to address climate change through the use of ICTs.

As the pre-eminent global body for ICT standardization, ITU is playing an important role in limiting and ultimately reducing GHG emissions. By developing technical standards to limit and reduce the power requirements of ICT equipment and services and to reduce e-waste, ITU is actively promoting environmental sustainability and is assisting countries, in particular developing countries, in using ICTs for e-environment and sustainable development.

ICTs are a cross-cutting technology that can drive the deep transformation needed in the global effort to combat climate change by:

- providing the means and tools for environment/climate monitoring
- driving down emissions in the ICT sector;
- reducing the carbon footprint of other sectors by initiatives such as substituting travel for virtual meetings or using ICTs to reduce fuel consumption and;
- helping developed and developing countries adapt to the negative impacts of climate change.

The Telecommunication Standardization Bureau (TSB) fulfils the purposes of the Union relating to telecommunication standardization, by studying technical, operating and tariff questions and adopting recommendations on them with a view to standardizing telecommunications on a world-wide basis. In order to achieve these objectives, the Telecommunication Standardization Bureau works through World Telecommunication Standardization Assemblies, Telecommunication Standardization Study Groups and the Telecommunication Standardization Advisory Group. The Telecommunication Standardization Bureau, headed by the elected Director, provides the technical, administrative and logistic support for the assemblies and meetings of the groups mentioned.

### 2. Supervision

2.1 *Title of Supervisor:* Head, Policy and Technology Watch Division

2.2 *Content and Methodology:* At the beginning of the assignment, the JPO and the supervisor will discuss the general work of ITU-T and TSB, including the JPO's responsibilities,

objectives and outputs. After a short initiation period 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 Chief, Telecommunication Standardization Policy Department.

### **3. Objective of the Posting**

The Junior Professional Officer will work in the Telecommunication Standardization Bureau (TSB), which is the secretariat for ITU-T and will add value to the Bureau's ongoing endeavours in Climate Change.

#### *3.1 Duties and responsibilities*

The main duties and responsibilities will be to:

- Perform research and analysis of technological trends in the domain of environment including climate change and e-waste and make proposals for improvement.
- Contribute to the development of reports summarizing research findings.
- Assist in the organization symposia on ICT and climate change.
- Undertake any other related duties and responsibilities, as requested by the supervisor.

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

*4.1 Qualifications:* University Master's degree in telecommunications, ICT, engineering, science, economics, international relations or a related 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.

*4.2 Experience:* A minimum of two years of working experience including writing reports, briefs and presentations is highly desirable.

*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:*

*Professionalism:* Advanced scientific and technical knowledge of resource efficiency, environmental sustainability and ICTs; Ability to develop and manage projects in the area of life cycle assessment, waste and water management, and sustainable resource management.

*Communication:* Good understanding of needs of member States, particularly developing countries, industry and other relevant actors; Ability to establish and maintain productive working relationships with counterparts both inside and outside ITU.

*Creativity:* Ability to keep abreast with latest development of international environment cooperation in general and resource efficiency and life cycle assessment in particular; Ability to identify and propose new and different options to solve problems/meet membership needs and persuade others to consider new ideas.

### **5. Learning Elements**

At the end of the assignment, the JPO will be trained in the domain of his/her assignment and will have gained direct experience of the activities of ITU's Telecommunication Standardization Sector.

