



Job Description – Junior Professional Officer

1. General Information

Title: Junior Professional Officer - Accessibility
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, is comprised of 192 governments and over 700 private companies. ITU's role as creator of the world's most universally-recognized ICT standards dates back as far as the organization itself. Since its inception in 1865, the Union has been brokering industry consensus on the technologies and services that form the backbone of the world's largest, most interconnected man-made system. In 2010 alone, ITU's Telecommunication Standardization Sector (ITU-T) produced over 145 new and revised standards (ITU-T Recommendations), covering everything from core network functionality and broadband to next-generation services.

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, WTSA Programme 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 Accessibility.

3.1 *Duties and responsibilities*

The main duties and responsibilities will be to:

- Contribute in monitoring development of accessible ICT technologies and in providing technical advice and professional secretariat service for relevant ITU groups.
- Assist in the development of reports, presentations, spreadsheets and web pages, etc. for publication in different forms.
- Participate in external and internal events held worldwide.
- Support the organization, planning and coordination of ITU-T accessibility-related meetings and seminars in different regions of the world, as well as employing up-to-date accessibility ICT technologies to support participants on the site or remotely during the event.
- Liaise with relevant international, regional and national organizations to gather information; liaise with other parties, such as consultants, as well as ITU Sectors and related study groups.
- 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.

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.