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## Job Description – Junior Professional Officer

### 1. General Information

**Title:** Junior Professional Officer - Telecom Security  
**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 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:* Chief, Study Groups Department

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, Study Groups 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 Telecom Security.

### 3.1 Duties and responsibilities

Under the supervision of the Chief of the Study Groups Department of the Telecommunication Standardization Bureau (TSB), the JPO performs the following tasks:

- Assist with the work of the Study Groups department especially SG 17 and other security-related topics. Telecommunication Security include: developing and maintaining security outreach material; coordination of security-related work; and identification of needs and assignment and prioritization of work to encourage timely development of telecommunication security Recommendations.
- Contribute in keeping the Security standards roadmap up to date. This Roadmap is an on-line resource that provides information about existing Information and Communication Technology (ICT) security standards and work in progress in key standards development organizations. In addition to information on the ITU-T security Recommendations and related work, the Roadmap currently includes information on standards work of ISO/IEC, ATIS, ENISA, ETSI, IEEE, IETF, OASIS, 3GPP and 3GPP2.
- Assist in the preparation (content and logistics) of ITU workshops on security. ITU-T organizes a number of workshops and seminars to progress existing work areas and explore new ones. The events cover a wide array of topics in the field of information and communication technologies (ICT) and attract high-ranking experts as speakers, and attendees from engineers to high-level management from all industry sectors.
- Contribute to the technical and procedural measures of the Child Online Protection (COP) activities of the ITU. The COP Global Initiative aims to shift COP Guidelines, developed by ITU and partners from industry, civil society, governments, UN agencies and other stakeholders, into concrete activities by leveraging the active support from COP members.
- Assist in preparing and participate in the ITU Global Cybersecurity Agenda activities. Global Cybersecurity Agenda (GCA) is a framework for international cooperation aimed at enhancing confidence and security in the information society. The GCA is designed for cooperation and efficiency, encouraging collaboration with and between all relevant partners and building on existing initiatives to avoid duplicating efforts.
- 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.