Job Description – Junior Professional Officer

1. General Information

Title	Junior Professional Officer
Office	ITU Area Office for South East Asia
Location	Jakarta, Indonesia
Duration of Assignment	Two years with possibility of extension

2. Supervision

2.1 Title of Supervisor: Head, ITU Area Office for South East Asia

2.2 Content and Methodology: At the beginning of the assignment, the JPO and the supervisor will discuss the general work of the ITU Area Office for South East Asia, 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 the ITU Area Office for South East Asia (Jakarta, Indonesia) and contribute to work of the office related to partnerships and promotion, through undertaking a range of activities and actions as a team member and as an individual. Particularly, the JPO is expected to spend a significant amount of his/her working time in the following activities*, inter alia*: identify potential partnerships, coordinate meetings with potential partners and ITU administrations in countries covered by the Area Office, research information sharing and contribute to the development of promotion materials. The JPO will also contribute to the planning process of activities/actions jointly undertaken by partners through facilitating, updating and following up the processes.

3.1 Duties and responsibilities

Under the supervision of the Head, ITU Area Office for South East Asia, the incumbent will carry out the duties as below:

- Identify and build relationships with potential partners, draft and review memoranda of agreement and project documents;
- Conduct research on subjects assigned by the supervisor;
- Assist in updating/improving the ITU Asia Pacific website;
- Assist in developing and packaging promotional materials for events and activities organized by the Area Office;
- Participate in relevant meetings with potential partners, ITU administrations;
- Prepare pipeline and progress reports and review reports from implementing partners;
- Become conversant with the various generic tools for promotion and partnerships;
- 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, computer science, management, development planning.

4.2 Experience: One to two years' experience in a is highly desirable. Experience in a developing country is an asset. Experience with international donors, non-governmental development organizations and/or the UN system.

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:

- Basic knowledge and understanding of the global and regional dynamics and implications of the digital divide;
- Basic understanding of the structure and functioning of the ITU and the UN System;
- Ability to research, consolidate and analyze information from multiple sources;
- Demonstrated skills in the formulation of partnership programmes and activities;
- Ability to work with basic office and presentation software, Microsoft Word, Excel and PowerPoint;
- Ability to actively participate and contribute to teamwork;
- 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 be trained during his/her assignment on promotion and developing partnerships with ITU members, regional and global organizations and other UN agencies on ICT cross cutting issues with particular emphasis on bridging the digital divide, concerns of people with special needs (e.g. PwDs, gender, youth) and capacity building.