

February 2023

Title: Communications Intern

Bureau/Dept/Unit: BDT

Supervision: Regional Director ASP

Duration: 6 to 11 months maximum

Location: Jakarta, Indonesia

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So, in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

1. **Organizational Unit**:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies, and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To serve the needs of ITU members effectively and efficiently, BDT is organized into four functional areas:

• Office of the Deputy to the Director and Field Operations Coordination Department

• Partnerships for Digital Development Department

• Digital Networks & Society Department

• Digital Knowledge Hub Department

1. **Organizational context**

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

## **Terms of Reference / Internship Objective:**

Under the supervision of the Regional Director of ITU Regional Office for Asia and the Pacific and in close coordination with the Head of the Communications and Promotion Service and ITU Regional Office for Asia and the Pacific social media focal point, the intern will:

* Participate in the implementation of the ITU BDT communication strategy in the region.
* Assist the ASP team in editing engaging communication content and products (news article, flyers, scripts writing for video, etc.).
* Assist in reviewing the content of publications, reports and blogs and materials from Asia and the Pacific.
* Contribute to the development of graphic communications products such as brochures, infographics, factsheets, multi-media assets etc.
* Media monitoring, fact-checking, and related research work for ITU stories and other content from Asia and the Pacific.
* Assist the maintenance of consistent communication media materials and content on the ITU Regional Office for Asia and the Pacific regional websites and other online presences according to the established procedures.
* Assist in reviewing the website for broken pages or pages that are inconsistent with the design of the website.
* Participate in drafting engaging posts and ensure regular updates on the ITU Regional Office for Asia and the Pacific website and social media, handles with general promotion of the Regional Office event.
* Support ITU BDT Communication, Development team, and ITU Headquarters in Geneva with the implementation and distribution of global campaigns and tailor them to the national and regional needs, including content dissemination, translation of social content, analysis & reporting.
* Performing additional tasks that may be assigned by the Regional Director.

1. **Competencies**

**Technical Competencies**

* Excellent oral and written communication skills.
* Knowledge of social media/marketing

1. **Qualifications required**
2. **Education**:

University degree in communications, media studies, journalism, digital communications, or related.

1. **Work experience**:

No work experience is required.

1. **Languages:**

Knowledge of English and Chinese language at advanced level.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

1. Fundamental administrative and technical skills in project management, research, and stakeholder engagement,
2. Analysing problems, organizing data and information, identifying problems and concerns, and devising effective solutions,
3. Attending workshops, orientations, and training programmes to facilitate knowledge building of the intern on the programme assigned,
4. Organising and participating in brown bag sessions, mini-seminars, and workshops of the programme to impart his or her experience to other participants,
5. Engaging in the discussion, organisation, management and evaluation of initiatives and activities under the programme assigned throughout the planning, implementation, and post-implementation phases.
6. **Additional information**

This internship will be conducted on-site.  
  
Please note that a non-remunerated Internship position at ITU does not carry the same conditions of employment as a Short-term or a Fixed-term position. Mandatory Medical Insurance, travel expenses, accommodation and living expenses are the responsibility of the interns or sponsoring institutions.