

February 2023

Title: Intern – Information System

Bureau/Dept/Unit: BR/SSPD

Supervision: Head of Strategy, Spectrum Policy and Digitalization Division

Duration: 11 months

Location: ITU Headquarter/Field – City, Country

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**:

Organ: The Radiocommunication Bureau (BR) is responsible for the application of the Radio Regulations and for technical and administrative support of ITU World and Regional Radiocommunication Conferences, Radiocommunication Assemblies and Study Groups. The Bureau also carries out the international regulatory processes for registration of frequency assignments and satellite orbits and assists administrations in their coordination and implementation of frequency spectrum and orbit requirements as well as in resolving cases of harmful interference. It provides the specialized technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilization and radio system characteristics. The BR is organized into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Organization Unit: Within the Radiocommunication Bureau, the Strategy, Spectrum Policy and Digitalization Division (SSPD) is responsible for assisting the work of the Radiocommunication Sector by providing services in the field of policy, assistance, cross-sectorial collaboration, strategy, and digital transformation. The division aims at ensuring that technical and regulatory information produced by the ITU-R is known and promoted internally and externally.

|  |
| --- |
| 1. **Organizational context:** (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received) |

Within the Radiocommunication Bureau, the Intern will work under the supervision of the Head of Strategy, Spectrum Policy and Digitalization Division.

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

Under the supervision of the head of SSPD, the intern will:

1. Create an inventory of BR database, owners, information it contains, where it sits, who has access, what is the access policy.
2. Propose a solution for data sharing: data lake, data warehouse.
3. Collect and process data from BR databases and Departments.
4. Collaborate to the automation and streamlining of processes using digital solutions.
5. Develop reports and dashboards to automate the work of the BR.
6. Develop reports and dashboards to enable the visualization of ITU-R data in a user-friendly and interactive manner.
7. Create an up-to-date reference facility with technical information, data, and statistics.
8. Perform other duties as required.
9. **Competencies**

**Core Competencies:** Organizational Commitment; Results-Focused; Applying Expertise; Effective Communication; Teamwork and Collaboration; and Learning and Knowledge Sharing.

**Essential Functional Competencies:** Analysis, Judgment & Decision Making; Innovation and Facilitating Change.

**Essential Technical Competencies**:

* Ability and willingness to learn and stay up to date with new technologies
* Knowledge of visualization tools (Power BI)
* Advanced knowledge of database and programming
* Good knowledge of object-oriented software development and related class libraries
* Knowledge of web application development and deployment in various environments

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

University degree in computer science or engineering or a related field or education from a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the fields above.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   Knowledge of English at advanced level and knowledge of a second official language at intermediate level would be an advantage.
2. **Training and Learning Elements:**

The Intern will gain knowledge of the ITU processes and acquire experience of:

* Working in an international community
* Working in a corporate environment
* Implementing programming skills to automate the work of the Bureau
* Using database knowledge to facilitate access to data
* Using visualization tools to develop dashboards

Learning will take place through on-the-job training and on-line learning platforms such as LinkedIn Learning.