

February 2023

Title: Intern – Online system for space databases

Bureau/Dept/Unit: BR/ SSD / SPR

Supervision: Chuen Chern Loo / Head of Space Publication and Registration Division

Duration: 6 to 11 months maximum

Location: ITU Headquarter

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 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 specialised technical secretariat for the work of the Radiocommunication Study Groups and the Radiocommunication Assembly in the development of recommendations for spectrum utilisation and radio system characteristics. The BR is organised into four Departments: Space Services Department, Terrestrial Services Department, Informatics, Administration and Publications Department and the Study Groups Department.

Within the Radiocommunication Bureau, the Space Services Department (SSD) is responsible for the coordination and recording procedures for space systems and earth stations. In these activities the Department deals with the capture, processing and publication of data and carries out examinations of frequency assignment notices submitted by administrations with a view to their inclusion in the formal coordination procedures or their recording in the Master International Frequency Register (MIFR). The Department is also responsible for the management of the procedures of the space related assignment or allotment Plans of the ITU and for the provision of assistance to administrations in their frequency management activities. The Department comprises three Divisions: Space Systems Coordination (SSC), Space Notification and Plans (SNP) and Space Publication and Registration (SPR).

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

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

Under the supervision of Head of Space Publication and Registration Division, the Intern will:

* Obtain a background understanding of the ITU regulatory procedure for the registration of frequency assignments of satellite networks
* Study, analyse and document the relationships of the various databases used for space services
* With the use of Microsoft 365 tools (e.g. Power BI, Power Automate), create an online interface for users to access all the databases based on established criteria
* Consolidate various internal lists (Microsoft/sharepoint Lists, confluence, jira), implement the proper control, security and accessibility, and provide an overall view through a dashboard for managers

1. **Competencies**

**Technical Competencies** *(Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):*

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

University degree in Engineering, Computer Science, Data Science, Telecommunications, or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   English
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Regulations on space services
* Data structures and databases for space services
* Use of Microsoft 365 software tools
* The operations in a UN specialized agency

1. **Additional information** *(Additional space for comments that have not been mentioned in the above sections, if any.)*

None