

February 2023

Title: Research Intern

Bureau/Dept/Unit: BDT / DDR / RO-AMS / AOC

Supervision: ITU Area Representative, South America

Duration: 6 to 11 months maximum

Location: Santiago de Chile

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 effectively and efficiently serve the needs of ITU members, 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

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.

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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)   Chile Area Office performs and follows ITU activities being implemented in Argentina, Bolivia, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela.  The purpose of the post is to support the three professionals working in the office, mainly through activities related with research, and documents and communications drafting, as well as with needs linked to the implementation of projects and activities within the scope of the ITU.  The intern will receive supervision from the three office professionals, on a case-by-case basis depending on the specific tasks. |

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

Under the supervision of the ITU Area Representative, South America, and Area office team, the intern will be required to:

* Conduct country-specific research relevant to ICT development in support of ITU’s work in the region.
* Conduct research to assist in the development and planning of initiatives and activities of the Area Office.
* Provide assistance in the preparation of internal documents, including translations, as required by ITU staff.
* Provide support to ITU staff with administrative and groundwork tasks relating to regional demands.
* Attend coordination meetings and present a final report/presentation on the outcomes of the internship.

1. **Competencies**

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

* Knowledge of Microsoft Office.
* Knowledge of MS Teams and SharePoint.
* Knowledge of SAP would be an advantage.

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

University Degree in Computer Sciences, Information Technology, Telecommunications, or a related field. Advanced studies in international careers would be an advantage.

1. **Work experience**:

No work experience is required.

1. **Languages:**

Knowledge of English and Spanish at advanced level.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* UN System work environment and code of conduct
* ICT sector in the Americas region and its development efforts
* ITU mandate, data tools and regional initiatives

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