

February 2023

Title: Project intern

Bureau/Dept/Unit: BDT/ROA/ PRIDA Project

Supervision: PRIDA Project Manager

Duration: 6 to 11 months maximum

Location: ITU ROA Office/ Addis-Ababa, Ethiopia.

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

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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) The Policy and Regulation Initiative for Digital Africa (PRIDA), ITU managed component 1 (Spectrum) is a 5,500,000 € project funded by the EU with an ITU contribution.  The objective of the ITU managed “PRIDA Component 1” project is to facilitate efficient and harmonized spectrum utilization to contribute to the overall objective of the PRIDA EU+AUC+ITU Action (Policy and Regulation Initiative for Digital Africa), which is to foster universally accessible, affordable, and effective wireless broadband across the continent to unlock future benefits of internet-based services.  Signed on 13 November 2018, for 42 months implementation (3.5 year) the project started on 01 December 2018.  PRIDA Project has been extended for one year until 15 May 2023. It may be extended up to May 2024, in accordance with the ongoing discussions with the donor. |

## **Terms of Reference / Internship Objective:** *(The type of work that may undertake an intern must directly supports ITU’s work in the area of its mandate. The programme is not intended to substitute for work and activities covered by established posts whatever the source of funding. Therefore, the content of the terms of reference of the proposed Internship, must not be similar to functions and responsibilities contained in a job description but should describe activities to which the trainee will be associated during the course of his/her training period. However, the description should be sufficiently precise so that the prospective trainee has a clear idea of ​​what is expected of him/her, and so that, it can be validated by the educational institution.)*

Under the supervision of the PRIDA Project Manager, the intern will perform various routine administrative tasks such as:

- Assist the checking documents (meeting minutes, mission reports, consultants' terms of reference, etc.).

- Contribute to the typing and formatting of pre-established letters.

- Participate in the organization of events related to the project.

- Follow-up of administrative files (recruitments, organization of events, payment of consultants, closing of consultants' missions, ...).

- Follow-up of the agenda of the missions and activities of the project team.

1. **Competencies**

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

* Administrative skills
* Basic knowledge of project management
* Excellent command of office automation tools
* Good management skills
* Good interpersonal and writing skills.
* Ability to listen, patience.

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

Studies in Business Administration, Management, and IT/University degree in Development, economics, social sciences and or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   English and/or French at advanced level.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Administrative and finance related tasks management in a UN-managed project
* Basic knowledge of Project management
* Decision making process in an international organization working environment.
* Interpersonal relationships

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