

February 2025

Title: Gender & Youth Intern

Bureau/Dept/Unit: General Secretariat (SG)/Secretary General Office (SGO)/ Gender and Youth Office (GYO)

Supervision: Sylvia Poll Ahrens / Senior Gender and Youth Advisor

Duration: 11 months

Location: ITU Headquarter – Geneva, Switzerland

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 General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed acti on relating to the Union’s future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the fi eld. The General Secretariat provides logistical and information technology support to the Union’s activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

1. **Organizational context:**

The Gender and Youth Office is pivotal to encourage gender mainstreaming and youth empowerment across the ITU. The office’s mandate is to integrate gender and youth perspectives in strategies, policies, programs, and projects across all of the three bureaus and the General Secretariat of the ITU.

The intern on gender matters will provide support to the overall work carried out by the Gender and Youth Office, notably in the framework of the ITU 160th anniversary in 2025 and the gender theme of WTISD.

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

Under the supervision of the Senior Gender and Youth Advisor the Intern will:

* Support research and analysis on ICT issues affecting women, girls and youth globally; and on aspects of women, girls and youth initiatives and programmes, including the collection, analysis and presentation of statistical data and other information gathered from diverse sources.
* Support the efforts of the ITU to implement activities that aim at reducing the gender digital divide and at increasing ITU’s youth engagement (e.g. Equals Global Partnership, Girls in ICT Day, Generation Equality, ITU Youth Strategy, Youth Advisory Board)
* Support ITU’s advocacy efforts to promote gender equality, women's and youth’s empowerment, including through the possible participation in forums and events.
* Support the drafting of documents on gender and youth issues, including the integration of gender perspectives in policies, programs, and projects.
* Support the drafting and updating reports, briefing notes, and other written materials on gender and youth-related issues for internal and external audiences.
* Perform other related duties as assigned

1. **Competencies**

**Technical Competencies** *:*

* Research, analytical and writing skills.
* Organizational skills.
* Ability to work effectively in a multi-cultural environment.
* Ability to manage social media tools and web-based platforms.

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

University degree in gender studies, youth development, social sciences, telecommunications, international relations, 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:**

Advanced level of English and knowledge of one of the other six official languages of the Union (Arabic, Chinese, French, Russian, Spanish) at intermediate level would be an advantage.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Discussions and decision making at a United Nations Specialized Agency
* Multistakeholder and multilateral collaborative partnerships
* International relations

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, studies or activities related processes, by mentoring/coaching/on-the-job training

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

* Opportunities to directly interact with internal and external stakeholders
* Opportunities to work closely with ITU secretariat staff and across different bureaus.