

February 2025

Title: **Dissemination of statistical products to support digital policies**

Bureau/Dept/Unit: BDT/DKS/ICT Data and Analytics Division

Supervision: José L. Cervera-Ferri, Senior Project Manager, UMC Project

Duration: 6 to 11 months maximum

Location: Geneva

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**:

ICT Data and Analytics, Digital Knowledge Society, Telecommunication Development Bureau, ITU.

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| 1. **Organizational context:**   The Intern will join the project team of the Project “Promoting and Measuring Universal and Meaningful Connectivity” (UMC), a three-year project funded by the European Union and implemented by ITU. The Intern will report to the Senior Project Manager and work closely with the Project Outreach Officer. All communication activities will be coordinated with the BDT Communications Division. |

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

The Intern will support all project communication activities. Specifically, she/he will:

* Task 1: support the maintenance of dissemination lists for statistical products on UMC, using the contact lists of the ICT Data and Analytics (IDA) Division, plus other that can be shared by different ITU units (e.g. Academic and Sector Members of the ITU), proposing segmentation of audiences for different communication activities.
* Task 2: support the project Outreach Officer in preparing communication materials such as research summaries, country examples of evidence-based digital policies, statistical operations. In particular, she/he will coordinate with IDA the contact with statistical focal points to identify country activities in the field of ICT statistics that can be featured in a statistical newsletter.
* Task 3: contribute to the preparation of digital assets from existing methodological materials, such as electronic versions of the ITU statistical manuals and handbooks.

1. **Competencies**

**Technical Competencies**

* Management of data bases and spreadsheets for the establishment of dissemination lists
* Familiarity with desktop edition tools would be an asset
* Understanding of market research and statistical operations (e.g. surveys)

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

Higher education studies in Statistics, Marketing, Management, Economics, Communications or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**Very good command of English. Knowledge of one or more UN official languages would be a strong asset.
2. **Training and Learning Elements:**

The intern will acquire knowledge and experience of:

* Practices in dissemination of research and statistics
* Managing dissemination lists for marketing purposes
* Statistical operations in the field of ICT