

February 2025

Title: WSIS & SDG Project Officer

Bureau/Dept/Unit: SPM

Supervision: Gitanjali Sah, Strategy and Policy Coordinator

Duration: 6 to 11 months maximum

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**:

General Secretariat / Strategic Planning and Membership Department

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| 1. **Organizational context:** |

The post is situated within the World Summit WSIS and SDG Team, reporting to the Strategy and Policy Coordinator within the Strategic Planning and Membership Department. The WSIS team at ITU acts as the secretariat for the UN WSIS Process, a United Nations process involving all stakeholders—governments, the private sector, academia, the technical community, civil society, and UN agencies—to bring the benefits of digital technologies accessible to all. This is achieved through digital cooperation under the framework of 11 Action Lines established in the [WSIS Plan of Action.](https://www.itu.int/net/wsis/docs/geneva/official/poa.html)

The team is also responsible for organizing the annual WSIS Forum, hosted by ITU and co-organized by ITU, UNESCO, UNDP, and UNCTAD, a major Digital for Development event for stakeholders to engage in dialogue about the ongoing development and challenges of creating an inclusive, people centric and development oriented information and knowledge societies.

2025 marks 20th anniversary of WSIS, and its subsequent review by the UN General Assembly, the intern will play a crucial role in documenting and promoting the successes of the WSIS process, employing various methods of communication to involve all stakeholders in this narrative.

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

Under the supervision of Ms. Gitanjali Sah,, the Intern will:

* Provide support for 20 years celebrations and related activities.
* Conduct interviews with various stakeholders to collect success stories of the WSIS process
* Create promotional material, infographics related to 20 years achievements of the WSIS process
* Assist in drafting, editing, and proofreading documents and reports.
  + Assist in preparing documentation, summary records, presentations, and other materials.

1. **Competencies**

**Technical Competencies**

* Excellent verbal and written communication skills.
* Strong organizational and project management abilities.
* Proficiency in the use of graphic design software and tools for creating promotional materials and infographics.
* Experience conducting interviews and gathering testimonies or success stories.
* Ability to work collaboratively in a multi-stakeholder, multicultural environment.
* Familiarity with the WSIS process and its objectives is highly desirable.

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

University degree in Communications, Journalism, International Relations or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   English at advanced level.

Knowledge of an additional official languages of the Union (Arabic, Chinese, French, Russian, Spanish) is preferable.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Content creation, by designing and producing engaging promotional materials, infographics, and presentations that convey complex information in an accessible manner.
* Interviewing narrative development, through collecting and compiling success stories and testimonials that showcase the impact and achievements of the WSIS process.
* Time management and prioritization skills
* Coordination of stakeholders from different stakeholder types