

February 2025

Title: Intern – Environment, EMF, Climate Action and Circular Economy

Bureau/Dept/Unit: Telecommunication Standardization Bureau/ Study Group Department/ ITU-T Study Group 5: Environment, EMF and Circular Economy

Supervision: Reyna Ubeda/Study Group Engineer

Duration: 11 months

Location: ITU Headquarter/Field – 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 Telecommunication Standardization Bureau (TSB) / Study Groups Department

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| 1. **Organizational context:** Under the supervision of the Study Group Engineer of ITU-T SG5.   Typically, with normal ITU working hours except during meetings and assemblies when the incumbent may be required to work alternative hours and/or outside ITU headquarters. |

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

Under the supervision of Study Group Engineer on Environment, Climate Change and Circular Economy, the intern will produce briefings and carry out research on issues relating to Environment, Climate Change and Circular Economy which will include, inter alia, research on existing standards, studies, relevant entities working on the topic. The intern will also carry out the following:

* Conduct research and data analysis, including:
* drafting and editing reports, briefings, and documents; refining/adding executive summaries, concisely highlighting key findings.
* preparing graphic-rich, high-quality PowerPoint presentations
* carrying out research to keep the Global Portal on Environment and Sustainable Digital Transformation up to date.
* Keep the ITU-T calendar of climate change events up-to-date
* Support with event coordination and communications, including,
  + communications and promotion activities for the upcoming events
  + take meeting minutes.
  + maintaining, proofreading, and systematically updating website pages (training will be provided).

1. **Competencies**

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

**Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and Teamwork and Collaboration.

**Essential Functional Competencies:** Analysis, Judgement and Decision Making ; Client and Service Orientation ; Innovation and Facilitating Change ; Leadership ; Networking and Building Partnerships ; Planning and Organising ; Successful Management

**Essential Technical Competencies***:*

Excellent computer skills (MS Office; PowerPoint; Adobe Photoshop and/or Adobe Premiere Pro an asset). Knowledge of ICT industry and tech media. Knowledge of both traditional and new media approaches. Knowledge of digital editorial content and promotional platforms. Knowledge of best practices related to effective modern digital communication. Familiarity with content analysis and industry measurement methodologies.

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

University degree in areas related to Information and Communication Technologies, Environmental Sciences, Data Sciences, as well as Economy, Business administration, International Relations or International Development Studies, Public Policy, Social Policy, Communications and/or related subjects.

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1. **Work experience**:

No work experience is required.

1. **Languages:**  
   Fluency in oral and written English is a requirement. Knowledge of French and/or Spanish is an advantage.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* SharePoint
* Recommendation ITU-T A.1, ITU-T Working Methods
* Ad hoc training offered to ITU staff

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:

* Participating and contributing to the development of international standards through ITU-T SG5
* Participating and contributing to the activities related to Environment, Climate Change and Circular Economy (from the sustainability standards)

1. **Additional information**

The intern will be offered the possibility to work in a multi-cultural and dynamic environment.

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