

February 2025

Title: **Junior Project Analyst Intern**

Bureau/Dept/Unit:BDT/PPS/PRJ

Supervision: Jose Maria Diaz Batanero

Duration: minimum 6 months – open to up to 11 months (subject to availability of funds from the scholarship)

Location: Remote / In person in 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. In addition to our 194 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:**

BDT/PPS/PRJ (Project Support Division, ITU Telecommunication Development Bureau)

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| 1. **Organizational context:**   The Project Support Division of the ITU Telecommunication Development Bureau is responsible for the provision of project coordination services for all projects implemented by the ITU Telecommunication Development Bureau (BDT), within prescribed time, cost and quality standards and foster a collaborative spirit and cooperation within relevant internal units and external partners and beneficiaries to achieve the expected impact and results while operating in compliance with organizational regulations and rules, in particular with BDT’s Project Management Manual.  BDT projects make a difference in the lives of people and offer sustainable and innovative solutions around the world to achieve development through ICT. BDT has longstanding experience in the design, development and implementation of ICT related projects.  Under the supervision of the Head of the Project Support Division (PRJ) within the Projects, Partnerships, and Digital Skills Department (PPS), the Junior Project Analyst Intern will provide essential support to the division by contributing to the monitoring of ongoing projects, conducting comprehensive research, analysing data, and assisting in the preparation of reports and presentations on the overall BDT Project Portfolio, including supporting the preparation of reports to funding partners. Subject to expertise of the candidates, the Junior Project Analyst Intern may also support in the design of new projects. |

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

* Participate in an analysis of BDT’s project portfolio to identify trends and best practices in the Bureau in the identification, design, planning and implementation of projects implemented by BDT. The analysis to be produced will support the identification of future actions to undertake to reinforce the monitoring of BDT projects.
* Support in data management linked to BDT Projects. This includes updating internal systems and tool and project dashboards, performing data analysis, generating reports, and ensuring data accuracy and integrity. This also involves collaborating with various departments to gather and consolidate data, identifying key performance indicators, and providing insights to support decision-making processes.
* Support knowledge management of best practices in BDT Projects. This task includes supporting in the organization of internal presentations and trainings, preparing support materials, and moderating an internal network of ITU project managers.
* Participate in the production of briefings, content and background analysis to support the issues covered in the research.
* Participate in the set-up of an ITU strategy to strengthen communication in projects by supporting and following-up on the implementation and assisting the Project Support Division to collect, update and analyze relevant documents, concept notes and visuals. This task will be implemented in close collaboration with BDT Comms Team.
* Participate in the production of content, visuals and graphics to promote the results and impact achieved by BDT Projects. This content will be featured in relevant ITU internal and external communication channels
* Other duties as assigned.

1. **Competencies**

* Demonstrated interest in project management, connectivity, digital development.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with collaboration tools.

**Technical Competencies**

Knowledge and experience in university in working with data analysis and data visualization tools (e.g. Microsoft PowerBI or Tableau) will be an advantage in this position.

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

Currently pursuing or recently completed a degree in Public Administration, Business Management, Law, Digital Policies, Telecommunications or a related field.

1. **Work experience**:

No work experience required.

1. **Languages:**  
   Advanced knowledge of English for conducting research as well as for drafting and editing documents. Knowledge of one of the other five official languages of the Union (Arabic, Chinese, French, Russian, Spanish) would be an advantage.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* ITU’s mandate in the implementation of projects in digital development.
* Project management principles and tools, with special emphasis on monitoring and evaluation.
* Results Based Management principles.
* Review of project agreements, including but not limited to definition of objectives, activities, detailed budget and legal agreements.
* Facilitation of Cross-Functional teams and working in a diverse, multi-cultural and trans-disciplinary working environment.
* Communication skills with relevant project stakeholders.

1. **Additional information:**

More information about BDT’s project portfolio is available at <https://www.itu.int/en/ITU-D/Projects/Pages/default.aspx>.