

February 2025

Title: **Intern – Policy and Regulation in Southeast Asia**

Bureau/Dept/Unit: BDT/DDR/RO-ASP

Supervision: Kishore Babu Yerraballa, Area Representative for Southeast Asia

Duration: 6 to 11 months

Location: ITU Field Office - Jakarta, Indonesia

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 Development Sector (ITU-D) works to close the digital divide and drive digital transformation to leverage the power of ICTs for economic prosperity, job creation, digital skills development, gender equality, diversity, a sustainable and circular economy, and for saving lives. Its work prioritizes those most in need- from people living in the world’s Least Developed Countries to marginalized communities everywhere.

The work of the Telecommunication Development Sector is supported by its Secretariat, the Telecommunication Development Bureau (BDT). BDT deals mainly with development policies, strategies, programming, as well as technical cooperation activities to close the digital divide. To effectively and efficiently serve the needs of Member States, BDT also administers the regional presence of ITU.

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| 1. **Organizational context:**   The office of the Deputy to the Director is established to support the functioning of the Regional Offices and Geneva HQ. As Chief of the Field Operations Coordination Department, the Deputy to the Director is responsible for assisting and advising the Director in the direction and management of the Bureau including on all questions related to personnel, strategic, financial, and operational planning process. The Department of Digital Networks & Society Department is responsible for coordinating the work of BDT on cybersecurity, digital innovation and services, digital inclusion, environment, emergency telecommunications and network and digital infrastructure.  The intern shall work under the direct supervision of the ITU Area Representative in the Field Office in Jakarta, Indonesia. |

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

Under the supervision of ITU Area Representative, Jakarta the Intern will:

* Study, monitor and update on Policy and Regulation activities on ICT / Digital Transformation in the Asia Pacific Region.
* Prepare a summary report on opportunities for ITU engagement
* Update the ASP Policy compilation / repository webpage with developments from the ASP member countries

Gain exposure to ITU’s mission and initiatives focused on meaningful connectivity and bridging the digital divide, with an emphasis on sustainable and equitable access to ICT resources.

Engage in stakeholder networking with ITU member states, industry leaders, academia, and other key players in digital innovation and infrastructure, fostering connects that support ICT infrastructure and innovation in emerging markets.

Exposed to the regular core functions of the Office and as such shall have the opportunity to observe the day-to-day operations and engage in on-the-job training in specific actions delegated by the Supervisor.

1. **Competencies**

**Technical Competencies**

1. Computer Literacy: Proficient in standard office software (e.g., MS Office Suite, Google Workspace) with an ability to handle digital documentation, presentations, and data.
2. Research and Policy Analysis: Ability to conduct in-depth research and policy analysis on ICT infrastructure and innovation, synthesizing findings into reports and recommendations for policy and project initiatives.

**Other Competencies:**

a. Regional Policy Knowledge: Understanding of ICT and digital innovation regulatory frameworks in Southeast Asia, with a focus on policies related to digital transformation, connectivity, and innovation.

b. Communication Skills: Strong written and verbal communication abilities in English, with experience in drafting reports, presentations, and stakeholder engagement materials.

c. Stakeholder Engagement: Skills in networking and establishing relationships with stakeholders in the ICT sector, including government agencies, industry representatives, and research institutions.

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

Studies in in Economics, Business Administration, Technology, International Relations, or a related field /University degree in in Economics, Business Administration, Technology, International Relations, or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   Fluency in written and spoken English is required.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

ICT Policy and Regulation: Gain insights into regional trends, policies, and regulatory frameworks shaping ICT infrastructure and digital transformation in Southeast Asia, developing a deep understanding of the challenges and opportunities within emerging markets.

Data Analysis and Management: Enhance skills in collecting, maintaining, and analyzing ICT-related data using analytical tools, while learning about the structure and use of ITU’s datasets on ICT development and innovation indicators.

Policy Research and Impact Assessment: Build expertise in researching and synthesizing information on policies, financing models, and institutional frameworks relevant to digital innovation, SME growth, and digital ecosystems, supporting ITU’s objectives for equitable and sustainable digital access.

Project Design and Implementation: Participate in project design, monitoring, and evaluation processes, contributing to practical project activities in ICT infrastructure development. Learn project management principles and practices essential for implementing and assessing development initiatives.

Stakeholder Engagement and Networking: Develop skills in networking and relationship-building with ITU’s member states, industry stakeholders, academia, and other innovation-focused partners, supporting ITU’s mission to advance connectivity and foster inclusive digital transformation.

Communication and Reporting: Strengthen written and verbal communication skills, including drafting briefings, reports, and presentations to convey findings and recommendations aligned with ITU’s objectives for sustainable ICT development.

1. **Additional information**

The duration of an internship at ITU is six to eleven months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visa, travel to and from the duty station, insurance, transportation, accommodation and living expenses.