

February 2025

Title: **Intern – Digital Development Projects in Africa**

Bureau/Dept/Unit: ITU Regional Office for Africa (BDT / DDR / RO-AFR)

Supervision: Christine Sund, Senior Advisor

Duration: 6 to 11 months maximum

Location: Field – ITU Regional Office for Africa in Addis Ababa, Ethiopia (or ITU Area  
 Office in Dakar, Senegal; Harare, Zimbabwe; Yaoundé, Cameroon

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 is unique among UN agencies in having both public and private sector membership. So, in addition to our 194 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 1000 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**:

ITU Regional Office for Africa (BDT / DDR / RO-AFR)

1. **Organizational context:**

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union. BDT deals mainly with development policies, strategies, programming, projects, as well as technical cooperation activities to enable and foster universal access to affordable, high-quality and secure telecommunications/ICTs and Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development. To effectively and efficiently serve the needs of Member States, BDT is organized into four functional areas:

* Operations Coordination Department (Office of the Deputy to the Director) (DDR)
* Projects, Partnerships & Digital Skills Department (PPS)
* Digital Networks & Environment Department (DNE)
* Digital Knowledge Society Department (DKS)

The Office of the Deputy to the Director and Operations Coordination Department (DDR) are responsible for ensuring operation readiness and providing support for the functioning of the Regional Offices and Geneva HQ, especially the implementation of projects and programmes. The department oversees the work of the Regional Offices, ensuring proper delegation of authority and accountability of the Regional Offices. This department coordinates the holding of BDT conferences and events, monitors the implementation of decisions emanating from the World Telecommunication Development Conference (WTDC), the Telecommunication Development Advisory Group (TDAG) or Council, and cooperates closely with the other Sectors of the Union and the General Secretariat on matters of relevance to BDT and the overall work of the Union. BDT Regional Directors report to this department.

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

The objective of the internship is to provide the candidate with the opportunity to be involved in the full lifecycle of key projects undertaken by the Telecommunication Development Bureau and the ITU Regional Office for Africa on topics related to meaningful connectivity and sustainable digital transformation.

Under the supervision of Senior Advisor, and in close collaboration with colleagues in the ITU Regional and Area Offices, and in ITU Headquarters, the Intern will:

* Research topics covered by digital development projects and follow project-related discussions in social media, press and general media, and compile this information for sharing with the team, for inclusion in reports and briefings.
* Assist in producing briefings, content and background reports to support the development and implementation of digital development projects. The content developed may be featured in official documents, blogs, social media and project related deliverables.
* Assist in the research for fundraising purposes to support the development and implementation of projects and activities.
* Participate in compiling data and information and drafting text for inclusion on the website and in databases.
* Assist in preparing and executing project related events and workshops on topics related to digital transformation (connectivity, regulation and policy, digital inclusion, capacity development, etc.)
* The intern may be asked to carry out any other related tasks as required by the supervisor to contribute to the success of the team.

1. **Competencies**

**Technical Competencies** *:*

* **Core Competencies:** Effective Communication; Learning and Knowledge Sharing; and; Teamwork and Collaboration.
* **Essential Functional Competencies:** Analysis, Client and Service Orientation; Planning and Organizing.
* **Essential Technical Competencies:** Knowledge of the use of digital technologies, Proficiency in the use of data analysis and business intelligence software (e.g. Excel, Tableau) and web publishing tools would be useful.

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

University degree (or completing an advanced university degree) in the areas of telecommunications, innovation, business administration, international relations, development studies or an equivalent level of education and specialization in a relevant field.

1. **Work experience**:

No work experience is required.

1. **Languages:**

Fluency in oral and written English is a requirement. Knowledge of French is an advantage.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* what digital transformation is and how digital technologies can support the advancement of development targets and objectives, including the UN Sustainable Development Goals (SDGs) and the implementation of the Global Digital Compact;
* opportunities and challenges with regards to implementing digital development projects;
* country specific contexts and progress made to advance national and regional development priorities using digital technologies;
* stakeholders working in digital transformation and development on the African continent and why this is important when designing and implementing digital development projects;
* research and impactful writing on digital development;
* how to work effectively within a multicultural, multilingual and diverse team;
* how to meaningful contribute to digital development work in a UN specialized agency.

1. **Additional information**

The ITU Regional Office for Africa in Addis Ababa represents the Union in Africa and provides assistance to the 44 Member States in the region. Enabling and accelerating digital transformation is at the heart of the work on the continent and working in partnership is critical to advancing digital development as bringing emerging technologies and digital solutions in areas such as education, health, and finance, can only be achieved as a collective effort. The internship candidate will contribute to projects that the ITU Regional Office for Africa has in its portfolio.