

February 2025

Title: Visual Designer Intern

Bureau/Dept/Unit: BR/SSD/USS

Supervision: Danny Tham / Head of USS

Duration: 6 to 11 months maximum

Location: ITU Headquarter/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. 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**:

Radiocommunication Bureau / SSD

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| 1. **Organizational context:**   Within the Radiocommunication Bureau, the Space Services Department (SSD) is responsible for the coordination and recording procedures for space systems and earth stations, In these activities, the Department deals with the capture, processing and publication of data and carries out examinations of frequency assignment notices submitted by administrations with a view to their inclusion in the formal coordination procedures or their recording in the Master International Frequency Register (MIFR). The Department is also responsible for the management of the procedures of the space related assignment or allotment Plans of the ITU and for the provision of assistance to administrations in their frequency management activities. The Department comprises four Divisions: Coordinated Space Systems, Uncoordinated Space Systems, Space Planned Services and Space Strategic and Sustainability Issues |

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

Under the supervision of Head, Uncoordinated Space Systems, supporting the Uncoordinated Space Systems team, the intern will contribute and support in the following areas of the work of the division:

* Collaborate with team members to create or to redesign and enhance training materials, ensuring they are visually engaging, easy to understand, and effective in conveying key information.
* Develop clear info-graphics that facilitate better understanding of complex information, data sets and work processes.
* Develop clear and impactful data visualizations that facilitate better understanding of complex data sets and work processes.
* Work alongside team members to improve user interface designs for software applications, focusing on user experience and visual appeal to create intuitive and accessible interfaces.

1. **Competencies**

**Technical Competencies**

* Proficiency in MS Power Point and visual content creation, survey form applications and etc.
* Knowledge of multimedia design for international audiences desirable.
* Understanding and use of data visualization principles and tools is a plus
* Portfolio or coursework demonstrating design skills and creativity.

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

Bachelor’s degree (or higher) in Visual Design, Graphic Design, Interaction Design, or a related field. degree in Visual Design, Graphic Design, Interaction Design, or a related field.

1. **Work experience**:

No work experience is required.

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

Working knowledge of another UN language, with excellent knowledge of written and spoken French would be an asset.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* **Understanding and Applying Radio Regulations**: Learn about the critical framework of international radio regulations, exploring how they govern the use of the radio spectrum and ensure fair access and collaboration among nations.
* **Navigating Satellite Filing Processes**: Delve into the complexities of satellite filing processes and learning of the various type of information that supports the work.
* **Developing Real-World Skills:** The opportunity to apply creative skills to real-world projects within a global organization.
* **Gaining Hands-on Experience with Industry Professionals**: Gain hands-on experience working alongside experienced professionals within an international organization, participating in decision-making and problem -solving processes.
* **Building a Professional Portfolio: C**hance to build a professional experience showcasing your work and contributions.