

7 February 2025

Title: Digital News Intern

Bureau/Dept/Unit: Gen-Sec/ SPM / CCD / Editorial

Supervision: Neil MacDonald / Title

Duration: 6 to 11 months maximum

Location: ITU Headquarters, 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 for 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.

1. **Organizational Unit**:

General Secretariat / Strategic Planning and Membership Department

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| 1. **Organizational context:** |

The proposed Digital News Intern would work in ITU’s Corporate Communication Division as part of the news and editorial team, under the direct supervision of the Editor-in-Chief and broad oversight of the Head of Corporate Communications, as well as guidance on specified tasks from the Editorial Assistant or other team members. The internship aims to provide valuable experience in ITU strategic communications, digital news and content production, and how to cover technical subject matter in an informative and entertaining manner for both specialist and non-specialist readers and audiences.

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

Under the supervision of the Editor-in-Chief, the Intern will:

* Write or extract synopses, blurbs, or key takeaways for ITU web pages or newsletters
* Draft, proofread and fact-check news articles or other strategic communications material
* Identify key messages and interesting, relevant facts and statistics from ITU, other UN agencies, or credible external sources
* Attend “Demystifying Digital” sessions, ITU webinars, and other relevant sessions at HQ or online to ensure familiarity with evolving topics and issues
* Upload, review and correct various web and newsletter content
* Help analyse blog and newsletter performance data
* Review ITU news pages and other web content, checking for inconsistencies and assessing the user experience

1. **Competencies**

**Technical Competencies**

* Concise, clear writing, both human and AI-assisted
* Open-source research and fact-checking
* Standard office productivity applications – Word, PPT, etc.
* Digital content management systems (familiarity or readiness to learn)
* Understanding of ITU’s role as a neutral platform for international technical cooperation

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

* Studies in journalism, political economy, international relations, digital communications and marketing or a related field
* First-level university degree and enrolment at master’s level preferred

1. **Work experience**:

* No work experience is required.

1. **Languages:**

* Working proficiency in English, including strong writing skills, is required, with near-native fluency preferred.
* Knowledge of Chinese, French or any other UN/ITU official languages would be an asset.
* Any language knowledge is appreciated.

1. **Training and Learning Elements:**

The intern will acquire knowledge and experience of:

* Evidence-based advocacy and messaging for various audiences
* News writing in the context of corporate and strategic communications
* ITU’s radiocommunication, standardization and development activities, along with related initiatives promoting universal connectivity and sustainable digital transformation
* Digital content and website management
* Constructive collaboration in a multicultural, multidisciplinary, complex yet cohesive international organization

1. **Additional information**

This is an exciting opportunity to explore an important dimension of international cooperation, sustainable development challenges, and UN work in the digital age.