

February 2025

Title: **Girls in ICT, Network of Women in ITU-D, and EQUALS Programme Intern**

Bureau/Dept/Unit: BDT/ASP

Supervision: Regional Director

Duration: 6 to 11 months maximum

Location: ITU Asia Pacific Regional Office, Bangkok - Thailand

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.

**A. Organizational Unit**:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

· Office of the Deputy to the Director and Field Operations Coordination Department

· Partnerships for Digital Development Department

· Digital Networks & Society Department

· Digital Knowledge Hub Department

The office of the Deputy to the Director and Field Operations Coordination Department is responsible for advising and supporting the Director on the direction and management of the Bureau. It is also responsible for leading all matters related to personnel, strategic, financial and operational planning and reporting processes. 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.

1. **Organizational context** :

The International Telecommunication Union (ITU) implements a wide array of programs consistent with its vision and goals of narrowing the digital divide and accelerating the full implementation of the Sustainable Development Goals (SDGs). The ITU is dedicated to the vision of connecting the unconnected and ensuring that digital progress is safe, accessible, and inclusive for all, most especially the underserved and vulnerable sectors of society.

It is one of the key priorities of the ITU is to promote digital inclusivity for all, such as girls and women through the **Girls in ICT Initiative, Network of Women in ITU-D,** and **EQUALS Global Partnership.**

The Girls in ICT works to promote the presence of young women and girls [aged 12-24] in the career field of STEM and in ICT and cultivate their digital skills and competencies. Given the success of this initiative each year, the ITU will continue its endeavours to promote Girls in ICT not only once a year, but all throughout the year.

As part of promoting the Girls in ICT Day in Asia and the Pacific, ITU Regional Office for Asia and the Pacific aims:

* To enhance the digital literacy of girls and young woman, particularly in the area of cyber security, ICT application, and the use of digital technology,
* To encourage girls and young women to utilize ICTs meaningfully,
* To strengthen the Girls in ICT Day online community in each respective countries as well as other countries in Asia and the Pacific,
* To explore partnerships with various governments and UN agencies to support the digital literacy and digital skills development after the event.

The Network of Women in the Telecommunication Development Sector (NoW in ITU-D)​, it encourages gender balance in the activities leading up to the ITU World Telecommunication Development Conference, and beyond, with the following objectives:

* Build, in the medium and long term, a community where female delegates support each other, expand their network, advocate and share experience and knowledge;
* Promote the active participation of women in the activities of ITU and the sector in general;
* Give visibility to women and empower them for larger responsibilities in their respective delegations, at WTDC​ and in future similar platforms;
* Encourage experienced female delegates to mentor ICT professionals in order to create a stronger base for women in the digital space.

As for the EQUALS Global Partnership, it contributes to the UN Sustainable Development Agenda through actions and evidence-based research aimed at closing the global gender digital divide.

EQUALS uses a multidisciplinary approach that integrates research, policy, and programming to promote gender equality in technology access, skills, and leadership, as well as conducting ground-breaking, evidence-based research. By promoting awareness, building political commitment, leveraging resources and knowledge, harnessing the capacities of partners, and supporting real action – EQUALS seeks to achieve digital gender equality and through this, to improve the livelihoods of millions around the world.

1. **Terms of Reference / Internship Objectives**

The internship has a flexible work nature wherein the intern may be tasked to conduct on the ground field work or physically assist in the conduct or attendance of meetings, workshops, conferences, and other activities.

Under the supervision of the Regional Director of ITU Regional Office for Asia and the Pacific and the direct supervision Girls in ICT, Network of Women in ITU-D, and EQUALS focal point/s for Asia and the Pacific, the Intern will perform the following tasks:

1. Provide assistance to the team in the implementation of strategies, initiatives and programs of the Girls in ICT, Network of Women in ITU-D, and EQUALS,
2. Engage and partake in knowledge building sessions, orientations, and workshops, etc., correlated to the programme,
3. Contribute to preparing/updating situation analysis, research, and concept notes for Girls in ICT, Network of Women in ITU-D, and EQUALS,
4. Support the organisation of events, trainings, webinars, and other activities under the internship’s main service areas and programmes,
5. Perform additional tasks that may be assigned by the focal points.

**Deliverables & Expected Results**

1. Written inputs in line with the Duties/Responsibilities indicated in points 1-4.
2. Engagement and participation in internship training sessions, orientations, workshops, and seminars among others for knowledge building on the programme.
3. Organisation and management of programme activities, as well as the direct participation of the intern in these activities when possible.
4. End-of-Internship report highlighting the roles/responsibilities of the Intern.

The intellectual property of all materials, including draft material and concepts/ideas developed by the expert under this assignment will be the property of the ITU. Any rights will automatically be vested to the ITU. ITU would have copyrights on all materials presented by the expert.

1. **Competencies**

* *Relevant technical and organizational competencies*
* *Excellent oral and written communication skills*

1. **Qualifications required:**
   * + 1. **Education:** University degree in the field of the internship or ongoing studies
       2. **Work Experience:** No work experience is required
2. **Languages:**

Excellent knowledge of one of the six official languages of the (Arabic, Chinese, English, French, Russian, Spanish), and advance knowledge of a second language is an asset.

1. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

1. Fundamental administrative and technical skills in project management, research and stakeholder engagement,
2. Analysing problems, organizing data and information, identifying problems and concerns and devising effective solutions,
3. Attending workshops, orientations and training programmes to facilitate knowledge building of the intern on the programme assigned,
4. Organising and participating in brown bag sessions, mini-seminars, and workshops of the programme to impart his or her experience to other participants,
5. Engaging in the discussion, organisation, management and evaluation of initiatives and activities under the programme assigned throughout the planning, implementation, and post-implementation phases.
6. **Additional information**

This internship will be conducted on-site.  
  
Please note that a non-remunerated Internship position at ITU does not carry the same conditions of employment as a Short-term or a Fixed-term position. Mandatory Medical Insurance, travel expenses, accommodation and living expenses are the responsibility of the interns or sponsoring institutions.