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**Junior Professional Officers (JPO) Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title: Junior Professional Officer –** Digital transformation and Internet Universality Indicators Project

**Organizational Unit:** Digital Innovation and Transformation Section, Communication and Information Sector (CI/DIT)

**Duty Station:** Paris, France

**BACKGROUND INFORMATION**

The JPO will work towards the achievement of UNESCO’s strategic objective of fostering a technological environment in the service of humankind, through the development and dissemination of knowledge and skills, in order to harness and meet the challenges of innovative technologies and of digital transformation processes.

**SUPERVISION**

The JPO will work under the overall authority of the Assistant Director-General for Communication and Information, the guidance of the Chief of the Digital Innovation and Transformation Section (CI/DIT) and the direct supervision of the Programme Specialist leading DIT’s Internet Universality Indicators work, Ms Xianhong Hu.

**DUTIES AND RESPONSIBILITIES**

The JPO will work on digital innovation and transformation processes, and in this capacity will undertake implementation of the following activities:

* Contribute to the advocacy and implementation ofInternet Universality Indicators as a basis for digital policies, aiming at bridging digital and knowledge divides, shaping human-centred policies and harnessing digital transformation for achieving the 2030 Sustainable Development Goals.
* Provide assistance to UNESCO partners and national stakeholders to conduct the national assessments and digital policy reforms and supporting the organization of global, regional and national advocacy and capacity building events/ seminars.
* Participate in the implementation of the communication strategy, develpoing communication materials and building an online platform, to facilitate global implementation, foster the visibility and facilitate Member States’ understanding of the IUI benefits for their countries.
* Contribute to the preparation of research, drafting and editing of reports, news items, reviewing translations, correspondence, briefings, bidding documents, background papers, speeches, policy guidelines, etc.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Master’s or higher) or equivalent professional qualifications in relevant domains, such as international law, social sciences, public policy, Internet governance, digital innovation and transformation, communication and information, international development, project management.

**Work experience:**

* At least 2 years of experience in research, editorial, communication and project management experience at national and preferably at international level.
* Good understanding of digital transformation and knowledge of international norms, standards and policies related to Internet governance.

**Competencies and skills**

* Excellent analytical and drafting skills.
* Excellent communication skills (written and oral) and able to exchange information on complex issues.
* Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners;
* Excellent organization and planning skills, including the ability to organize own work priorities and deadlines. Discretion and maturity of judgement are required.
* Ability to work under pressure and meet multiple deadlines.
* Solid computer skills including advanced knowledge of office software such as Word, Excel, Teams, Zoom and other apps.

**Language skills**

* Excellent knowledge (written and oral) of English and basic knowledge of French

**DESIRABLE QUALIFICATIONS**

**Work experience:**

* Technical skills of graphic design and website development.

**Languages skills:**

* Working level of French or other languages of the UN will be an asset.

**Competencies and skills**

* Knowledge and Experience with UNESCO and/or the United Nations system and understanding of their functioning and procedures would be an asset.

**LEARNING ELEMENTS**

The JPO will be part of a dynamic team, combining topics such as the Internet and frontier technologies (e.g. Artificial Intelligence) with meaningful international development work, in order to co-shape a human-centred digital future. The JPO will learn about in-depth analytical, assessment and policy development processes, about international development cooperation in the United Nations, project management, and enhance her/his understanding of opportunities and risks of latest technological developments.