Vacancy announcement	
UN JPO Programme	
JPO in Information and Communications Technology and Development	
United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Information and Communications Technology and Disaster Risk Reduction Division, ICT and Development Section	***Closing date*** ***03 June 2024*** ***6 pm EST***

Vacancy Announcement # 23P217

I General information

Title:	JPO in Information and Communications Technology and Development
Sector of Assignment:	Information Technology, Economic Affairs
Country:	Thailand
Location (City):	Bangkok
Agency:	United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)/ Information and Communications Technology and Disaster Risk Reduction Division (IDD)/ ICT and Development Section (IDS)
Duration of Assignment:	The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds.
Grade:	P2 step 1 in the first year

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the United States of America and is addressed to candidates with U.S. citizenship. U.S. candidates must be no older than 32 years of age as of December 31 of the year of application.

II Duties, responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

Economic and/or sector analysis:

- Collect, evaluate, interpret, analyse specified statistics and qualitative socioeconomic information on regional digital connectivity trends and challenges and identifies new information sources on ICT and digital cooperation for development.
- Carry out research and analysis on ICT/digital policies for sustainable development, including aspects related to ICT/digital infrastructures.
- Draft inputs for policy papers and analytical studies on selected global, regional, national or sector

aspects, including those related to the World Summit on the Information Society (WSIS).
- Assist in the organization and servicing of expert group meetings, seminars, workshops and other forums on ICT issues.
- Assist in undertaking econometric analysis.
- Prepare briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists.
- Attend international, regional, and national meetings to coordinate and share information with colleagues in other institutions.

Intergovernmental support:

- Prepare inputs for reports to intergovernmental bodies, including the Asia Pacific Information Superhighway (APIS) Initiative, the Committee on Information and Communications Technology and Science, Technology and Innovation, Commission, Committee on Disaster Risk Reduction, and the annual sessions of the ESCAP Commission.
- Follow intergovernmental meetings and prepare summary reports and similar material.
- Prepare inputs to statements by members of the APIS Bureau and Secretariat staff to such meetings.
- Assist in the organization of panels, round tables, etc. on development issues for inter-governmental processes.

Technical cooperation:

- Compile and analyse the data and other information necessary for the preparation of technical cooperation project proposals in the area of ICT for development.
- Prepare documentation for technical cooperation programmes and projects.
- Contribute to the preparation of material for the approval of regional, country or sector technical cooperation projects.
- Monitor, backstop and assess the implementation of technical cooperation programmes and projects.

General:

- Compile and prepare IDS reports of activities, in consultation with other Sections of the Division.
- Undertake on-the-job and other training activities, both internally and externally.
- Perform other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able to:

- Acquire sound knowledge on the area of ICT for development in Asia and the Pacific.
- Gain experience in coordinating and reporting on the implementation of project outputs.
- Gain knowledge of the UN system and the actors involved in ICT and development issues.
- Communicate effectively with a range of partners within the United Nations, implementing organizations, and Governments.

IV Supervision

Title of Supervisor:
Chief of ICT and Development Section (IDS)

Content and methodology of supervision:
Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

The JPO will work under the direct supervision of the Chief of ICT and Development Section (IDS) and general supervision of the Director of ICT and Disaster Risk Reduction Division (IDD). The JPO will work within a team of experienced colleagues. Frequent team and individual meetings will be held. The JPO will receive additional supervision depending on the task, and more independence once the initial training and guidance has been given. The JPO will receive regular performance feedback based on an agreed work plan with performance targets.

V Required Qualifications and Experience

Education:
Advanced university degree (Master's degree or equivalent) in economics, information technology, business, public policy or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working experience (incl. internships and volunteering):
A minimum of 2 years of relevant work experience in research and analysis, policy formulation, and application of economic principles in development programmes or related areas. Experience in ICT for developing countries is desirable. Experience at the regional and international levels is desirable. Knowledge of institutional mandates, policies and guidelines pertaining to ICT is desirable. Good knowledge of the Asia-Pacific region, including the political, economic and social dimensions is desirable.

Other skills:
Experience in using Microsoft Office (Excel, Word & PowerPoint) and statistical analysis software such as Stata is desirable. Strong research skills, including the ability to evaluate and integrate information from a wide variety of sources are desirable

Languages:
English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asia and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy-oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region. Detailed information can be found through the website: http://www.unescap.org.

The objective of the Information and Communications Technology and Disaster Risk Reduction Division (IDD) is to strengthen information and communications technology (ICT) connectivity and enhance regional cooperation and capacity to accelerate the achievement of Sustainable Development Goals (SDGs) in Asia and the Pacific.

The ICT and Development Section (IDS) provides analytical support and promotes regional policy dialogue and partnerships for improved regional digital connectivity and transformation, with a focus on policy cooperation for infrastructure development, digital technology applications, digital data, and inclusive and resilient development. IDS promotes integrated and people-centered approaches by providing member States (in particular to least developed countries and countries with special needs) with socioeconomic analysis on rapid advances in ICT, emerging trends, new forms of social networking

and communication, and new digital divides. IDS also provides policy options and recommendations on digital inclusion and fostering an inclusive and resilient digital society in Asia and the Pacific.

IDS is the secretariat of the Asia-Pacific Information Superhighway (APIS) initiative. The APIS initiative is a region-wide intergovernmental platform that aims to bridge the digital divide and accelerate digital transformation through regionally coordinated actions for promoting digital technology and applications, digital connectivity, and the use of digital data. It also aims to develop the Internet ecosystem and stimulate the digital economy for the achievement of SDGs in Asia and the Pacific.

To adapt to quickly changing digital environments and new demands, Member States endorsed the APIS Action Plan through ESCAP resolution 79/10 entitled "Promoting digital cooperation and inclusion through the Action Plan for Implementing the Asia-Pacific Information Superhighway Initiative, 2022–2026".

The APIS Action Plan 2022-2026 serves as a blueprint for regional cooperative actions for universal digital connectivity, digital transformation and a more inclusive digital society. It also supports the UN Secretary-General's Common Agenda on Improving Digital Global Cooperation and the Action Lines of the World Summit on the Information Society (WSIS), to connect all people to the Internet, avoid Internet fragmentation, protect data, and digital commons as global public goods.

In this context, the Ministry of Science and ICT of the Republic of Korea with support of the ESCAP secretariat organized the Asia-Pacific Digital Ministerial Conference in Seoul, Korea on 9-10 November 2022. The Government of Kazakhstan has committed to hosting the next Asia-Pacific Digital Ministerial Conference 2024 in Kazakhstan and endorsed by the Commission through Resolution 79/10.

This position is located in the IDS and the incumbent reports to the Chief of IDS.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=11

Applications must be received no later than **03 June 2024, 6.00 pm (Eastern Time UTC-5, New York USA).** Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.