Advertisement

Junior Professional Officer

Junior Planning and Coordination Officer

International Telecommunication Union (ITU)	Closing date: 15 November 2026

I General information

Title:	Junior Planning and Coordination Officer
Sector of Assignment:	General Secretariat – Executive Office
Country:	Switzerland
Location (City):	Geneva
Agency:	ITU
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY.**

For the minimum qualification requirements see the website of Nedworc Foundation:
Junior Professional Officer Programme - Nedworc Foundation

Eligibility is restricted to candidates who are 32 years of age or below as of 31 December of the application year (i.e. born on or after 1 January 1994).

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

Under the supervision of the Chief of Staff, within the Executive Office, the Planning and Coordination Officer support the effective functioning of the Executive Office by contributing to planning, coordination, governance support and follow-up activities. The incumbent assists in translating strategic objectives into actionable initiatives, consolidates inputs for Secretary-General briefings, and facilitates coordination across sectors, departments and organizational units. The post provides support to executive and governance processes. Work is carried out within established organizational priorities and under the guidance of the Chief of Staff and the Secretary-General.

- Coordinate the planning and follow-up strategy in the Executive Office.
- Review and improve the existing business processes, contributing to the improvement of internal policies.
- Provide support to the executive briefing and debriefing process, by organizing, conducting, and tracking follow-ups to the SG/DSG's meetings.
- Maintain SharePoint lists/databases designed to track the implementation of decisions of management committees and groups, to manage and track information on follow-up actions (through SharePoint lists, MS Planner, and other tools as developed).
- Support the Executive Office in overseeing the implementation of oversight recommendations.
- Maintain databases (through CRM and other tools as developed) on engagement and relationships with ITU members and partners.
- Liaise, regularly follow-up and coordinate with relevant ITU staff to ensure action points are carried out.
- Work closely with teams across the organization, as well as the Sector Members and Member State Relations teams to carry out duties described above.
- Perform data and analysis tasks.

III Training component: Learning elements and expectations

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

The candidate will acquire excellent knowledge and experience of:

- Planning and follow-up of membership engagement and external relations.
- Coordination and follow-up of strategic initiatives.
- Project Management.

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, studies or activities related processes, by mentoring and on-the-job training.

The JPO training programme includes the following learning elements:

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- Regular communication and meetings
- Knowledge and information exchange
- Networking support.
- The JPO position includes a Duty travel and training allowance (DTTA) of $4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Chief of Staff

Content and methodology of supervision

Clear objectives will be set-up on the 1st month of assignment. Evaluation will be completed using the ITU e-PMDS tool (Performance management tool).

V Required Qualifications and Experience

Age: Maximal age limit is 32 years as of 31 December of the year of application.

Education:
Master degree or equivalent in international relations, political science, business, or related fields OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above.

In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

Working experience:
Minimum of two years relevant working experience after obtaining Master degree in the field of the post and in managing office operations, streamlining and optimizing business processes.

Minimum of four years relevant working experience after obtaining Bachelor's degree.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.
Other internships and voluntary assignments are counted as working experience.
All paid work experience since obtaining Bachelor's degree will/can be considered.

Languages:
Advanced level of English and knowledge of another official language of the Union (Arabic, Chinese, French, Russian, Spanish) at intermediate level. Knowledge of a third official language would be an advantage.

Key competencies:

- Passion for streamlining and optimizing business processes.
- Ability to manage projects from initiation to completion while maintaining a focus on efficiency
- Ability to work with cross-functional teams in a fast-paced environment.
- Ability to multi-task and manage multiple streams of work at the same time.
- Ability to liaise at highest-diplomatic levels.

VI Background information on Agency/Department/Section

ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the fi eld. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance,

and strategic communications and relations with the media, different stakeholder groups as well as the general public.

VII How to apply

Applicants can apply through this link https://jobs.itu.int
Before 15 November 2026.

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.