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ASSOCIATE PROGRAMME SPECIALIST (EDUCATION)

Post Number : 5LBED0003RP

Grade : P-1 / P-2

Parent Sector : Education Sector (ED)

Duty Station: Beirut

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 27-MAY-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General, Education (ADG/ED) and the functional authority of the Director of the Regional Bureau for Education in the Arab States and the direct supervision of the Chief Education Section, Senior Programme Specialist, the incumbent is responsible for providing professional and technical support, research and analysis in the areas of 'Education policy and finance decisions to achieve SDG 4 are informed by improved coordination, data and monitoring, knowledge and innovative partnerships (Output 2.ED7)' and namely 'Education 2030 SDG 4 leadership and coordination in the Arab States' as well as intra-sectoral, inter-sectoral and cross-country programmatic activities and initiatives in the Regional Bureau for Education in the Arab States (hereafter referred to as the Beirut Office).

The incumbent works within the frameworks of UNESCO's Medium Term Strategy (C/4), the approved Programme and Budget (C/5), the 2030 Agenda for Sustainable Development with particular reference to the Sustainable Development Goal 4 – Education 2030 Agenda, the UNESCO Arab Regional Education Support Strategy, and the Beirut Office Strategy. Concretely, the incumbent shall undertake the following tasks:

1. Programme and Project Contribution:

- Contribute to coordination and management of UNESCO Beirut Office's leading role for monitoring and reporting on SDG 4 in the Arab Region through programmes and projects in the areas related to the above-mentioned Output.
- Support programme delivery by providing concepts notes, agendas, pre and post event documents and terms of reference/contracts, while also contributing to collecting relevant background information.
- Conduct thematic and situational analysis, including analysis and evaluation of project and programme implementation and delivery.
- Identify areas for improvement and correction, and for increased alignment with global UNESCO goals, national and UN agencies goals and strategies.
- Emphasize the topic of new technology in various aspects of works, including specific programme delivery and its monitoring and evaluation.
- Prepare reports and proposals setting out plans for implementation of programme/projects developments and monitoring performance against established indicators.
- Provide input, including data and statistics to the preparation of reports on the implementation of programmes and projects (funded within C/5 and extrabudgetary funds) and other briefings as may be required by the Beirut Office or Headquarters, using relevant tools, including the System of Information on Strategies, Tasks and the Evaluation of Results (SISTER).
- Provide substantive, logistical and administrative support to projects, consultations, meetings, events and missions.

2. Research and Knowledge Management, Public Information:

- Conduct research, compile analysis, data and inputs for publications, documents, projects and policy proposals and recommend elements of inclusion in the areas related to the above-mentioned Output.
- Ensure knowledge management systems are current and content is coordinated and shared with the Beirut Office and ED staff, especially colleagues in the Arab Region.
- Analyze best practices and current trends to contribute inputs and recommendations to Member States, Field Offices and regional counterparts.
- Contribute to Public Information and awareness raising activities, organizing and participating in supporting outreach tasks, researching, writing, feeding social media, hosting information points.
- Invest in personal, professional learning in respect of new trends, and maintenance of personal knowledge and expertise.
- Acquire notions of other UNESCO specialties represented in the Beirut Office and of relevance to Members States served.

3. Partnerships:

- Support collaborative activities for colleagues at the Beirut Office, other Field Offices in the Arab Region, Headquarters, and Category I Institutes in Education, including UNESCO Institute for Statistics.
- Assist in joint efforts (including events), communication and coordination.
- Identify opportunities or areas for increased collaboration, throughout education initiatives and strategies, within broader UNESCO goals and interdisciplinary approaches.

- Analyze and compile background data for potential partnerships and fundraising events and opportunities.
- Assist in the Beirut Office's involvement in building strategic partnerships with other UN agencies, UNESCO Category II Centres, and other relevant partners for delivering joint initiatives that contribute in moving Education 2030 agenda forward.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in Education, Social Sciences or closely related fields.

WORK EXPERIENCE

- Minimum two years of relevant professional experience in the areas of education development.

SKILLS/COMPETENCIES

- Strong analytical and problem-solving skills.
- Ability to interpret rules and administrative guidelines and to solve routine and non-routine issues in the field of finance, and budget.
- Good communication skills (verbally and in writing).
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners.
- Ability to take initiative, establish priorities, coordinate and monitor own work plan.
- Discretion and maturity of judgement.
- Solid computer skills including advanced knowledge of office software such as Word and Excel and automated Financial Management Systems.

LANGUAGES

- Excellent knowledge (oral and written) of English or Arabic and good knowledge of the other.

DESIRABLE QUALIFICATIONS

EDUCATION

- Professionally training/degree in Education (especially with experience in national education sector development), international politics, international political economy or any other related field.

WORK EXPERIENCE

- Two years of relevant experience in the UN system/international organization.

SKILLS/COMPETENCIES

- Research skills in identifying appropriate research topics; providing literature reviews; interpreting research outcomes in terms of their relevance to UNESCO Beirut programmes.
- Activity implementation skills in designing and implementing workshops and other interactive - including on-line activities; monitoring and evaluation skills; publication skills, such as editing of texts in English and Arabic.
- Public communication and relations skills, capacity to utilize websites, social media and other means, to disseminate and promote UNESCO Beirut programmes, thus enhancing visibility and cooperation with partners.
- Fund raising skills in designing project proposals; identifying funding priorities and appropriate donors/partners.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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