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DEPUTY DIRECTOR, EDUCATION PLANNING AND MANAGEMENT

Post Number : 5JOED0008RP

Grade : P-5

Parent Sector : Education Sector (ED)

Duty Station: Amman

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 09-DEC-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO, in close collaboration with UNRWA (the United Nations Relief and Works Agency for Palestine refugees in the Near East), is currently seeking a proactive, visionary Deputy Director for the UNRWA Department of Education. The right candidate will be an experienced technical leader, able to provide expertise in education planning and in the management of education related programmes.

UNRWA supports 5.6 million Palestine refugees in the Agency's 5 fields of operation; Jordan, Gaza, West Bank, Syria and Lebanon with some 30,000 staff. Its largest programme caters to Palestinian students, which accounts for around 46% of its budget and 70% of its staffing. The programme provides education to almost 550,000 students in 702 schools, has 8 Vocational Training Centres for around 8,000 youth and 2 educational science faculties for around 2,000 students.

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will support the Director, UNRWA Department of Education, as an experienced technical and strategic leader, in providing expertise in education planning and in the management of education related programmes.

The candidate we are seeking to hire will be a seasoned leader, able to foster trust through an inclusive approach and inspire others.

In conformity with the Memoranda of Understanding between UNRWA and UNESCO, and in line with the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances, the Deputy Director of Education will become an UNRWA staff member and will be under the authority of the Commissioner-General of UNRWA and under the direct supervision of the Director, UNRWA Department of Education for the substantive aspects of the programme.

The Deputy Director supports and coordinates planning, monitoring, research and evaluation and any other technical aspects of the education planning and the management of education related programmes including the TVET and schools sub-sectors. S/he provides expertise and advice under the guidance of the Director of Education within and beyond the education programme ensuring integrated programme planning; carries out operational tasks and manages the day-to-day requirements with an emphasis on human resources, finance and budgeting, reporting, planning and management, while supporting resource optimization execution, monitoring and evaluation of programmes and projects, as well as risk management

In particular, the incumbent will:

- Advise and assist the Director of Education in formulating and managing policies, frameworks and strategies related to the Education Programme in UNRWA's five Fields of operation:
 - Oversee and ensure compliance at all times with UNRWA policies, rules and regulations and procedures in terms of planning, budget, financial and human resources; supports planning and periodic reviews of results of the education programme; lead the preparation of annual planning and budgeting processes for the education programme which includes both programmatic and financial planning at the Headquarters level;
 - ensure effective consultations with the Human Resources Department on staff related matters, and with the Information Management Department in dealing with matters relating to ICT in, and for, education, and with the Finance Department in planning and managing the education programme and projects budgets.
- Play a lead role in planning and ensuring coordination of preparation of external reports and positions on the UNRWA education programme for development partners and other UN bodies:
 - Lead the reporting to UNESCO on the UNRWA-UNESCO education programme and works to strengthen coordination between the two Agencies at all levels;
 - facilitate the strengthening of partnerships with external organizations, as well as resource mobilization.
 - Liaise and consult with the Human Resources Department on personnel policy matters related to classification, grading and entitlements of staff, and with the Finance Department as required.
- Under the guidance of the Director, and as delegated, the incumbent will play a lead role in overseeing and managing the day-to-day operations of the Education Department and ensures regular communication with all staff in line with the departmental structure:
 - plan and monitor timely progress of the education work plan and propose corrective actions;

- provide strategic management and planning support to the Director of Education with regard to the education programme and projects, budget and staff, including support for C-Planning and Emergency preparedness;
 - Coordinate with UNRWA's Programme Departments and Field Offices to ensure integrated programming and mainstreaming of cross-cutting priorities.
- Advise and assist the Director of Education in enhancing risk management in a consistent and integrated manner across the Education Department.
 - Oversee the monitoring, research and evaluation of the education programme through periodic reviews of the programme, projects and emergency appeals, for internal and external stakeholders, and ensure integrated and relevant reports thereon:
 - support strategic planning and monitoring through the framework of Results Based Management system;
 - Address recommendations made in external and internal audits, evaluations, and reviews;
 - Support change management education reforms that assists the Director of Education in the evaluation of the sector's activities and procedures and will participate in programme cycle management through dissemination of lessons learned, reporting frameworks, reviews and studies at national and international levels.
 - Support the greater alignment with UNESCO advocacy, planning and technical reporting frameworks.
 - Support the Director of Education to strengthen and build relations with a wide range of external stakeholders for the purpose of policy dialogue, advocacy, partnerships and resources mobilization to advance on global commitments on education.
 - Represent the Director of Education as required in external and internal fora.

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)

Driving and managing change (M)

Building partnerships (M)

Managing performance (M)

Making quality decisions (M)

Strategic thinking (M)

Leading and empowering others (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in education, education planning and management and/or education evaluation, social sciences or closely related field(s).

Work Experience

- At least ten (10) years of progressively responsible and relevant professional work experience in the field of education programme planning and management in a coordination/advisory or similar role(s).
- Relevant experience acquired at the international level.
- Relevant experience in programme implementation and operational management in a humanitarian and/or development context.
- Relevant experience in partnership development and resources mobilization.

Skills and Competencies

- Ability to build, manage and promote effective teams, cross-sectoral collaboration and external partnerships.
- Proven ability to lead, manage and motivate staff and teams in a multicultural environment.
- Proven capacity to maintain effective working relationships with colleagues and people of different nationalities and cultural backgrounds.
- Good understanding of humanitarian and /or development international affairs.
- Political acumen and strong organizational awareness.
- Change management skills including on process facilitation and strategic planning.
- Ability to plan and use instructional strategies, activities and materials which appeal to and challenge diverse interests, utilize individual strengths, and accommodate various styles of communications and learning.
- Positive attitude and strong interpersonal and communication skills.

Languages

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS**Work Experience**

- Experience in the United Nations System.
- Experience in the formulation, implementation, monitoring and evaluation of educational policy, including design and implementation of education reforms.

Skills and Competencies

- Knowledge of educational issues in the Middle East.
- Good knowledge and understanding of UNESCO mandate and Sustainable Development Goal 4.
- Knowledge and understanding on gender.

Languages

- Good knowledge (written and spoken) of Arabic.
- Knowledge of another official language of UNESCO (French, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNRWA's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

The approximate annual starting salary for this post is USD 128,561.

More details can be found on the [ICSC Website](#).

Please note that UNRWA is a no-smoking Organisation.

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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UNESCO applies a zero tolerance policy against all forms of harassment