

ASSOCIATE PROGRAMME SPECIALIST (EDUCATION)

Grade : P-2

Parent Sector : Education Sector (ED)

Duty Station: Paris

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) : 16-JAN-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNITWIN/UNESCO Chairs Programme mobilizes expertise of higher education and research institutions to address the interdependent challenges of today's increasingly complex world. It was established in 1992 with the vision to advance an integrated system of research, training and activities in diverse fields by building university networks and encouraging inter-university cooperation through the transfer of knowledge and expertise across borders. The UNESCO Chairs and UNITWIN Networks contribute to strengthening higher education systems and fostering collaborative research partnerships and networks. Through its integrated approach that combines research, teaching and training, as well as community engagement, the Programme has proven value in advancing UNESCO's interdisciplinary knowledge generation and the Organization's role as global observatory and as a laboratory of ideas.

Under the overall authority of the Assistant Director-General, Education (ADG/ED), the guidance of the Director of the Future of Learning and Innovation Division (ED/FLI), and the direct supervision of the Manager of the UNITWIN/UNESCO Chairs Programme, the incumbent is responsible for providing general professional and technical support to the Programme and other related work within the Division. More specifically, the incumbent will:

- Contribute to the development of the UNITWIN/UNESCO Chairs Programme by supporting programme planning, delivery and reporting, as well as by providing logistical and administrative support.
- Contribute to knowledge management and production that is relevant to programme delivery (i.e. compile appropriate research data and preparing briefing notes; analyze progress reports to identify promising practices; monitor engagement of National Commissions and UNESCO Chairs and UNITWIN Network members; develop guidance notes).
- Contribute to the processing of UNESCO Chair and UNITWIN Network applications, renewal requests, preparation of agreements and letters of renewal, as required.
- Contribute to public information and sharing, as well as awareness raising and advocacy activities through organizing and participating in outreach tasks, as appropriate, and identifying relevant university-led activities to promote and disseminate.
- Develop and enhance partnership as relevant to the work assignment by analyzing and compiling background data for potential partnerships and fundraising events and opportunities.

- Assist in the Division's involvement in events organized by its partners, as well as provide backstopping for collaborations with UNESCO Field Offices in the region, Headquarters and Category I Institutes in Education, and external partners.

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 (Master's or equivalent) in education, or in a related field of social sciences.

Work Experience

- Minimum 2 years of relevant experience, of which preferably 1 year acquired at international level in the areas of international development, higher-education and inter-university cooperation.

Skills/Competencies

- Strong analytical and problem-solving skills.
- Ability to interpret rules and administrative guidelines and to solve routine and non-routine issues.
- Very good communication skills (verbally and in writing), with proven ability to draft clearly and concisely.
- 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, Excel and PowerPoint.

Languages

- Excellent knowledge (oral and written) of English or French. Good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Two years of relevant experience in education settings in national governments and/or in the UN System/international organization.

Skills/Competencies

- Capacity to utilize websites, social media and other means to disseminate and promote content, thus enhancing visibility and cooperation with partners.
- Fund-raising and resource mobilization skills.

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. The approximate annual starting salary for this post is 79, 948 USD. 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.

Please note that UNESCO is a non-smoking Organization.