

PROGRAMME SPECIALIST (EDUCATION)

Post Number : ED 242

Grade : P-3

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) : 05-AUG-2024

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), guidance from the Director, Division for Education 2030 and direct supervision from the Chief of Section for Migration, Displacement, Emergencies, and Education, the incumbent is responsible for implementing, monitoring and reporting on sectional and cross -sectional and -divisional, regular and extra budgetary projects and programmes and providing recommendations on project feasibility as well as identifying potential collaborations and ensuring regular communication and exchange amongst teams, colleagues, peers and stakeholders. The incumbent will be expected to perform the following essential duties:

- Implement, monitor, evaluate and report on projects and programmes related to the mandate of the Section, assuming one or more thematic and/or focal responsibilities, including the creation and dissemination of publications and Toolkits.
- Provide programme and project support both directly and indirectly via Field Offices: develop proposals; define and revise project requirements and specifications; conduct feasibility studies and draft reports. Identify, propose and develop collaborative projects.
- Ensure the Section's field coordination and technical support by technical backstopping for projects and events and provide technical support to colleagues, Field Offices and Institutes as related to assignments and priorities.
- Research, recommend and contribute to the development and expansion of a knowledge base on the particular area(s)/theme(s) of assignment, ensuring regular contributions to web and printed content and dissemination to colleagues, peers and stakeholders.
- Contribute to resource mobilization by playing an active role in funding and project proposal developments, submissions and follow-up.
- Ensure support to events and conferences either hosted by UNESCO or requiring UNESCO presence.

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 the field of education or related fields.

Work Experience

- Minimum of 4 years of relevant professional experience in coordination, management and implementation of education programme, of which preferably 2 years acquired at the international level.
- Experience in Education in Emergencies in field operations.
- Demonstrated experience in project management, knowledge management, resource mobilization, outreach and network building.

Skills and competencies

- Very good understanding of education issues and challenges in emergency settings.
- Good knowledge about EiE coordination mechanisms and actors.
- Excellent analytical skills.
- Excellent communication skills, including ability to draft clearly and concisely for specialist and non-specialist audiences.
- Demonstrated ability to work innovatively to tight deadlines with minimal supervision.
- Excellent interpersonal skills, tact and diplomacy.
- Ability to multi-task, prioritize and deliver to deadline, as well as to work under pressure.
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners.
- Good IT skills, including knowledge of MS software (Word, Excel etc.).

Languages

- Excellent knowledge (written and spoken) of English and knowledge of French of / or commitment to learn French in a reasonable timeframe.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience in management of EiE projects.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

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 103 683, 66 US \$.

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.

UNESCO is a non-smoking organization