

PROGRAMME SPECIALIST (EDUCATION)

Post Number : 1DEED0008UI

Grade : P-3

Parent Sector : Education Sector (ED)

Duty Station: Germany

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) : 11-NOV-2020 (EXTENDED)

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The UNESCO Institute for Lifelong Learning (UIL) is a Category 1 Institute located in Hamburg, Germany and an integral part of the Education sector, operating with statutory institutional autonomy under the guidance of its Governing Board. In contributing to SDG4, UIL promotes an integrated approach to policy development, research, capacity building, networking and monitoring.

Under the overall authority of the Assistant General for Education, the functional authority of the Director of the UNESCO Institute for Lifelong Learning (UIL) and the direct supervision of the Team Leader, the incumbent is responsible for programme and project work, policy advice, research and knowledge management, networking, partnerships and resource mobilization. The incumbent works within the frameworks of UNESCO's Medium Term Strategy (C/4s), the approved Programme and Budget (C/5) and global development plans such as the 2030 Sustainable Development Agenda. In particular, s/he will carry out the following duties:

- Assist Member States to implement, monitor, and evaluate policies, programmes and projects, especially in Africa, with a focus on Information and Communication Technologies (ICT) in and for lifelong learning, adult education and literacy. Provide policy advice and capacity development in the area of ICT in and for lifelong learning through organizing policy reviews, organizing meetings and training workshops on key programmatic areas, and develop online courses to support capacities of Member States. Ensure technical backstopping for projects, events and activities, and provide technical feedback to programme staff at the Institute and relevant UNESCO Regional Bureaus and Field Offices. Contribute to the overall reporting of UNESCO and UIL's Governing Board in specific.
- Develop internal and external collaborative project proposals based on needs in the area of ICT in lifelong learning and implement them in collaboration with other programme staff at the Institute and beyond; define and revise project requirements and specifications in line with goals and priorities and project quality criteria; conduct feasibility studies and prepare reports. Contribute to the cross-programmatic work at the Institute, other Category 1 Institutes and Category II Centers as well as UNESCO Regional Bureaus and Field Offices.
- Contribute to the knowledge production and dissemination activities of the Institute, including drafting and producing quality publications in the area of ICT in lifelong learning, especially on the themes relevant in the context of SDGs and SDG 4 in particular.
- Contribute to the resource mobilization and coordination through active engagement with global, regional and international partners working on education sector/strategy issues. Coordinate and expand networks, organize global, regional and national capacity development workshops and promote knowledge sharing through different means.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Masters or equivalent) in ICT in education, education, social sciences or in a related area.

Work Experience

- A minimum of 4 years of professional experience in the field of ICT in education, including at least 2 years within the framework of international cooperation programmes/projects.
- Proven experience in providing technical assistance and advice in ICT educational policy, reform and strategic planning.
- Proven experience in policy development, research and capacity development.
- Experience in resource mobilization and development of project proposals for donors.

Competencies/Skills

- Up-to-date knowledge about ICT in education policies, strategies, and programmes, especially in lifelong learning and adult education.
- Proven ability to conceptualize and produce publications in the area of ICT in education.
- Proven ability to write technical project proposals, including budget and human resource requirements.
- Proven ability in working for international projects and programmes.

Languages

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

Education

- Advanced University degree (PhD degree or equivalent) in ICT in education, education, social sciences or related areas.

Work Experience

- Record of publications in the area of ICT in education.
- Experience in building partnerships with a broad group of stakeholders, including governmental organizations, inter-governmental organizations, expert groups, private sector, civil society and NGOs.

Competencies/Skills

- Proven ability to provide strategic and policy advice especially in international development country contexts.
- Familiarity with the work and functioning of the UN System, and the framework of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs).

Languages

- Working knowledge of French.
- Knowledge of other UNESCO official languages (Arabic, Chinese, Russian, Spanish).

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.

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 more information in benefits and entitlements, please consult [ICSC website](#).

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States (last update [here](#)) are equally encouraged to apply. All applications will be treated with the strictest confidence. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.