Title: National Professional Officer

Domain: Education

Post Number: 5EGED1002RP

Grade: NOB

Primary Location: Cairo, Egypt

Recruitment open to: Only nationals of Egypt may apply for this post

Type of contract: Fixed Term

Annual salary: 337,340 Egyptian Pounds

Dead line (midnight, Cairo time): 12 February 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall supervision and functional authority of the Director of UNESCO Cairo Office, and direct supervision of the Programme Specialist for Education, the incumbent is responsible for providing professional and technical support, research and analysis, with an emphasis on the national perspective of Egypt in particular, and the cluster countries of Libya and Sudan in general, to the education sector, as well as to multisectoral and cross country programmatic activities and initiatives conducted by the Office.

In undertaking his/her assignment, the incumbent shall work very closely with the Regional Bureau for Education in the Arab States.

More particularly, the incumbent will:

- Assist in the conceptualization, design, planning, development, coordination, monitoring and implementation of UNESCO’s Education Strategies in Egypt;
- Support, and contribute to UNESCO’s Education Programmes in the cluster countries through active participation in conceptualizing, developing, implementing, monitoring, evaluating and reporting on both regular and extra budgetary funded projects and activities in Egypt, Libya, as well as in Sudan in close collaboration with the UNESCO Office in Khartoum;
- Provide technical support to the Ministry of Education and other relevant partners; Develop and maintain thorough knowledge of national policies, strategies and plans of action in Education in the cluster countries (Egypt, Libya, and Sudan);
- Formulate resource mobilization partnerships and strategies in Egypt and Libya with key donors and stakeholders for the country by developing concept notes and project proposals on the basis of situational analysis and needs assessments and in accordance with the approved Programme and Budget (C/5).
- Assist in UNDAF/One UN planning and implementation in Egypt and Libya in the field of education, as well as provide support to Sudan as and when requested.

REQUIRED QUALIFICATIONS

Education:
- Advanced university degree (Master’s or equivalent) in the field of education, social sciences, socio economic studies or another related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:
- Minimum of 2 years of professional experience in coordinating and managing education programmes in Egypt.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS
Skills/Competencies:
- Ability to interact with a wide range of partners and government officials.
- Good interpersonal and communication (oral and written) skills, including the ability to draft reports, and technical memoranda.
- Good organizational and coordination skills.
- Ability to work as part of a team within a multicultural environment.
- Ability to take initiative and provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Flexibility to adjust work schedules and priorities.
- Good IT skills (MS Word, Excel, Data base systems, Outlook, etc.).

Languages:
- Excellent knowledge (written and spoken) in English and Arabic.

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<th>DESIRABLE QUALIFICATIONS</th>
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<td>Work Experience:</td>
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<td>- Experience in the UN System or intergovernmental organizations, preferably in the field of education.</td>
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Skills/Competencies:
- Knowledge of UNESCO's administrative and informatics tools (SISTER).

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<th>BENEFITS AND ENTITLEMENTS</th>
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<td>UNESCO’s salaries are calculated in Egyptian Pounds and exempt from income tax.</td>
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<td>Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization. More details can be found in the ICSC Website <a href="http://icsc.un.org/rootindex.asp">http://icsc.un.org/rootindex.asp</a></td>
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<th>HOW TO APPLY</th>
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<td>Interested candidates are requested to send their application including a motivation letter in English and the complete UNESCO CV form, accompanied by a recent passport size photograph and copies of diplomas indicating the &quot;Position Title&quot; to the following address NOT LATER THAN 12 February 2017.</td>
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UNESCO Representative to Egypt,
Cluster Office for Egypt, Sudan, and Libya
8, Abdel Rahman Fahmy Street, Garden City,
11451 Cairo, Egypt

Or via UNESCO Cairo E-mail: Cairo@unesco.org

Women candidates are strongly encouraged to apply.

PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.