

- Title:** Project assistant
- Domain:** Education
- Grade:** G5
ONLY CANDIDATES RESIDENT IN FRANCE MAY APPLY FOR THIS POST
- Organizational Unit:** Secretariat of the Teacher Task Force on Teachers for EFA (ED/TLC/TTF) Division for Teaching, Learning and contents,
- Duty Station:** Paris, France
- Type of contract:** Project Appointment
- Annual salary:** Approximately 37,778 Euros
- Duration of the contract:** 1 year with possibility of extension (six months probationary period)
- Deadline (*midnight, Paris time*):** **13 November 2015**
- Application to be sent to:** teacherprize@unesco.org, CV Form to be used with a cover letter making reference to post G5 PA/TLC/TTF

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The International Teachers Task Force is a voluntary global alliance of EFA partners working together to address the “teacher gap”. Its Action Plan underlines the need to ensure the coordination of international efforts to provide sufficient numbers of qualified teachers, monitor global progress, and disseminate reports. Task Force membership comprises donor countries, developing countries, International Governmental Organisations, and International Non-Governmental Organisations. The creation of the Task Force has been endorsed by participants to the High Level Group (HLG) meeting on Education for All. The HLG also agreed to set up a Secretariat, supported by willing partners. This Secretariat, located within UNESCO, consists of an operational team entrusted with the key responsibility for development and implementation of a programme of activities inspired by the Task Force’s Action Plan. After a first of 3 years, a second phase has been initiated (2014-2016) with an emphasis on supporting the implementation of the Teacher Target in the Sustainable development Goals and education 2030 framework for Action.

II. Duties and requirements

Under the overall guidance of the Director for Teaching, Learning and Content and direct supervision of the Head of the Secretariat of the international Task Force on Teachers for EFA, the incumbent will:

1. Receive, analyse, register and distribute mail, correspondence and other documents; follow up on deadlines for required action; prepare routine correspondence and provide answer to requests for information, attaching relevant documentation; review correspondence and other documents prepared in English and/or in French by program specialists and make or recommend changes to format, style, spelling or grammar; and do informal translation of documents.
2. Maintain the Teacher Task Force secretariat's files and reference systems, and other manual and computerized information and reference systems (e.g. leave reports, travel schedules, work plans, mailing lists, mainframe) according to the rules issued by relevant UNESCO management units; prepare draft contracts and enter contract details in FABS as approved by the person responsible for the activity, and follow up as necessary; and coordinate the acquisition and day-to-day maintenance of the Teacher Task Force secretariat's office equipment, material and supplies.

3. Using keyboard skill, prepare/process various documents (e.g. briefs, reports and other documents); proofread and reformat or finalize the formatting of documents using various software (e.g. MS Word, PowerPoint etc.); and collects and organizes information and data related to the Teacher Task Force secretariat's programs and activities from a variety of sources (Internet, Intranet, office files, records, etc.) and presents it in required format.
4. Assists in the organization of meetings, missions, international conferences and other events related to the Teacher Task Force secretariat's programs; arranges for meeting facilities and equipment, makes travel arrangements, prepares correspondence and assembles documents for participants; and participates in meetings, takes notes and prepares minutes of meetings, and follows-up on deadlines for required action.

REQUIRED QUALIFICATIONS

EDUCATION

- Secondary education, preferably followed by secretarial training or post-secondary business administration studies/internship.

WORK EXPERIENCE

- At least five (5) years of experience in performing a range of secretarial/administrative tasks, in dealing with a variety of organizations and individuals, and in the operation of computer programmes and various software for the preparation of budgets, documents, collection of information and data and the maintenance of various computerized information systems.

SKILLS/COMPETENCIES

- Knowledge of UNESCO rules, procedures, protocols, operations and basic program documents to carry out a variety of secretarial/administrative tasks in the Task Force Secretariat, including the preparation and monitoring of budgets and contracts, the processing and distribution of incoming correspondence and documents, reviewing/editing of correspondence and documents, preparing routine/administrative correspondence and informal translations, assembling documents for statutory and other meetings, filing correspondence and documents and maintaining manual and computerized filing and reference systems and other automated information systems, making travel, mission and meeting arrangement.
- Communication skills to deal with a variety of organizations and individuals, take telephone calls, exchange information, answer general inquiries and to ensure follow-up on incoming correspondence and documents.
- Organizational skills to make travel, mission and meeting arrangements for schedules, travel, facilities, equipment and services, and to assemble documentation for statutory and other meetings, ensuring that deadlines are met.
- Computer skills, including excellent knowledge of WORDS, EXCEL and OUTLOOK, to process various documents such as briefs, correspondence, reports and professional notes, to collect and present information and data, to input data in computerized information systems and to communicate e-mail information.
- Discretion, tact, diplomacy, teamwork, initiative, loyalty and readiness to provide quality and timely support to the Chief of Teacher Task Force secretariat and to interact with staff at all levels within the UNESCO and the Task Force network.
- Flexibility to adjust work schedules and priorities.

LANGUAGES

- Excellent knowledge of English and French

DESIRABLE QUALIFICATIONS

EDUCATION

- A post-secondary degree in administration, or related fields

WORK EXPERIENCE

- Familiarity with the UN or UNESCO administrative and management tools and dealing with donor funds is an asset

SKILLS/COMPETENCIES

- Knowledge of SISTER and SAP will be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Euros at Headquarters and exempt from income tax. Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

Please note that only pre-selected candidates will be contacted

A written test may be used in the recruitment of the post.