

Title:	Project Officer
Domain:	Education
Grade:	P3
Organizational Unit:	Division of Teaching, Learning and Content, Secretariat of the International Task Force on Teachers (ED/TLC/TTF)
Duty Station:	Paris, France
Type of contract:	Project Appointment
Annual salary:	Approximately 81,516 USD (without dependants) Approximately 87,327 USD (with dependants)
Duration of the contract:	1 year with possibility of extension (six months probationary period)
Deadline (<i>midnight, Paris time</i>):	20 November 2015
Application to be sent to:	teacherprize@unesco.org , CV Form to be used with a cover letter making reference to post 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 authority of the Assistant-Director General for Education, the authority of the Director of the Division of Teaching, Learning and Content, and direct supervision of the Head of the Secretariat of the International Teachers Task Force (ED/TLC/TTF), the incumbent will undertake the following tasks and responsibilities:

- Contribute to the analysis of teacher policy and teacher training issues from a comparative perspective;
- Contribute to teacher policy reviews in the context of national sector plan reviews;
- Undertake research, under appropriate supervision and in the context of a wider team, draft reports, prepare country briefs and develop policy recommendations;
- Undertake the management of both the substantive and organizational aspects of teacher education projects within the Teachers Task Force programmes and annual work plans in support of the implementation of the Teacher Target in Education 2030. In this regards, it is essential to ensure articulation with UNESCO Teacher Strategy for synergies and timely delivery of high quality outputs;
- Co-ordinate and supervise contributions of external consultants and other junior colleagues working on the Teacher Task Force Teacher Education projects;
- Plan and conduct field missions, meetings and workshops to provide expert policy advice and technical backstopping;
- Contribute to the technical and logistical preparation of conferences, seminars and workshops organised or co-organised by the Division;

- Contribute to establish and reinforce professional linkages with other parts of UNESCO (including relevant institutes, regional bureaus, etc.), research and government institutions in member States, key organizations and professional networks, in the field of teacher development and teacher policy;
- Co-operate with other UNESCO divisions and institutes as well as stakeholders in the Task Force membership for productive networking on joint projects, peer reviews and advocacy, as required;
- Liaise with relevant officials from Member States, notably with regard to data/information collection and monitoring of activities implemented at country or regional levels for global databases and comparative initiatives;
- Present the Teacher Task Force perspectives and reports in relevant international events and deliver technical presentations and/or papers on teacher development issues;
- Contribute to the overall development of the Task Force's Programme of activities, particularly in respect to approved annual work plan and strategic Plan.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (at least Master or equivalent) in Education or related areas.

WORK EXPERIENCE

- At least, 4 years of progressively relevant experience in teacher education, development programmes or project management in the area of Teacher policy/training, preferably at international level;
- Experience in teacher policy development within a national Ministry of education, a research or Teacher training institution or in an international organization.

SKILLS/COMPETENCIES

- Demonstrated professional experience in the field of Teacher policy, teacher development and programme coordination;
- Demonstrated ability to provide intellectual input in the area of teacher policy/education;
- Good knowledge and understanding of the international development agenda, in particular in the field of teacher education,
- Experience in monitoring and reporting on multi-partner education projects or programmes;
- Excellent interpersonal skills, ability to work with partners across regions;
- Excellent drafting skills and proven experience of producing technical reports.
- Excellent IT skills;
- Ability to work in a multicultural environment and team cooperation.

LANGUAGES

- Excellent knowledge of English and good working knowledge French. The knowledge of another UN language is an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV ([CV Form to be used](#)), in English by email with the subject "**Application P3 TTF 2015**" to teacherprize@unesco.org; Application files will have to reach UNESCO Headquarters **before 20 November 2015 midnight** (Paris time).

Please note that UNESCO is a non-smoking Organization.

Please note that only pre-selected candidates will be contacted.

Women candidates are strongly encouraged to apply, as well as nationals from developing countries.