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| <b>Title:</b>                            | Senior Project Coordinator   |
| <b>Domain:</b>                           | Teacher Education  |
| <b>Grade:</b>                            | P5   |
| <b>Organizational Unit:</b>              | UNESCO International Institute for Capacity Building in Africa (IICBA)   |
| <b>Duty Station:</b>                     | Addis Ababa, Ethiopia  |
| <b>Type of contract:</b>                 | Project Appointment  |
| <b>Annual salary:</b>                    | Approximately 115,856 USD (without dependants)<br>Approximately 124,710 USD (with dependants)                  |
| <b>Duration of contract:</b>             | 1 year with possibility of extension ( <i>six months probationary period</i> )                                 |
| <b>Deadline (midnight, Addis Ababa):</b> | <b>10 November 2015</b>  |
| <b>Application to be sent to:</b>        | <a href="mailto:recruitment@unesco-iicba.org">recruitment@unesco-iicba.org</a> (UNESCO CV with a cover letter) |

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Background

UNESCO's International Institute for Capacity Building in Africa (IICBA) is a Category I institute established in 1999 for the teacher development in Africa. IICBA is situated in Addis Ababa, Ethiopia and is the only Category I institute in Africa.

IICBA is mandated to support teacher education and development in Africa. IICBA has a strong working relationship with AU and Regional Economic Communities, and this helps IICBA's work at upstream policy levels. IICBA has also been involved in actual training, planning, research and other teacher-training related issues in Africa. IICBA has field-based knowledge on teachers' issues that are useful in policy dialogue and technical backstopping.

### II. Duties and requirements

Under the overall authority of the Assistant Director General for Education, and under the authority of Director of IICBA, the incumbent will coordinate IICBA programmes with high-level technical input with matters of teacher education and development. He/she will ensure the quality and timeliness of programme activities to meet the needs of Member States in teacher education and development. The specific tasks are as follows:

- Lead responsibility for initiating and supervising work in the following areas:
  - Developing teacher policy and enhancing capacity building;
  - Planning teacher education and management;
  - Promoting innovative approaches to teacher education development, supervisory work, teacher education/training, and curriculum development, with particular emphasis on the integration of ICT in teacher education systems;
  - Supporting teacher education and development, emphasising areas such as gender, disaster-risk reduction, resilience and peace building;
  - Promoting research and development on teacher related issues in Africa.
- Directly manage with partners, particularly with the African Union Commission, Regional Economic Communities, UN agencies, funds and programmes, as well as other International agencies and NGOs on the educational aspects of activities and programmes for the formulation of strategies for capacity building.
- Coordinate the work in IICBA ensuring that IICBA receives timely updates on programmes, projects and resource status. Ensure communication among staff members and synergy among IICBA programmes and projects.
- Contribute to needs assessment and identification of areas in need in teacher education and development. Provide technical advice on project conceptualisation, design, formulation, implementation, monitoring and evaluation and reporting. Disseminate information on IICBA activities and the importance of teacher development.

- Cooperate and liaise with HQ and UNESCO regional and field offices in matters pertaining IICBA's fields of competence. Interpret guidelines and take action to implement necessary changes in issues related to teachers in Africa.

## REQUIRED QUALIFICATIONS

### EDUCATION

- Advanced university degree (Master's or equivalent) with a specialization in education, economics, politics, development studies or other social science discipline.

### WORK EXPERIENCE

- At last 10 years of progressively responsible professional experience in teacher education/development in developing countries, preferably in Africa region.

### SKILLS/COMPETENCIES

- Demonstrated ability to lead, manage and motivate staff and to maintain effective working relationships in a multicultural environment;
- Excellent judgement and decision-making abilities including ability to participate effectively in high-level negotiations with internal and external partners; strong sense of objectivity and professional integrity, diplomacy, tact and political astuteness;
- Solid skills in analysing technical information, synthesizing and consolidating various sources of information and transforming them into more readable language appropriate for target audience;
- Profound knowledge on teacher education and teacher policy;
- Excellent skills in partnership building;
- Excellent skills in communication both oral and written;
- Demonstrated ability to work innovatively to tight deadlines with minimal supervision and in a self-motivated manner;
- Excellent IT skills to carry on the work.

### LANGUAGES

- Excellent knowledge of English and French is essential.

## DESIRABLE QUALIFICATIONS

### EDUCATION

- PhD with a specialization in education, economics, politics, development studies or other social science discipline.

### WORK EXPERIENCE

- Direct practical experience of work in a national education system, an international development agency or international NGOs.

### LANGUAGES

- Good knowledge of other working languages in African continent, particularly Portuguese or Arabic.

## 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. More details on [the ICSC Web site](#).

## How to apply

To apply, please send your application letter, UNESCO CV (CV Form to be used) in English to [recruitment@unesco-iicba.org](mailto:recruitment@unesco-iicba.org) **before 10 November 2015 midnight** (Addis Ababa time).

For more information on IICBA, please consult our website: <http://www.iicbat.unesco.org>

***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.***