

Position Title: Quality Coordinator

Organisation: United Nations Educational, Scientific and Cultural Organisation (UNESCO)

Location: Kabul, Afghanistan

Contract Duration: 1 year renewable depend on performance and budget availability

Level of Assignment: PA P2

Experience: At least two to four years

Type of contract: Project Appointed (PA)

Duty station: UNESCO Kabul Office and Deputy Ministry of Education for Literacy, Ministry of Education

Deadline: 13 November, 2015

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Background

Afghanistan is one of the lowest ranked countries in the world in terms of literacy with approximately 64% of the population considered functionally illiterate. To combat this situation UNESCO Kabul launched the "Enhancement of Literacy in Afghanistan (ELA) Programme", currently the largest literacy development programme in the country. The Programme is implemented in close collaboration with the Ministry of Education's Literacy Department (LD) and has enhanced the literacy skills of more than 600,000 adult learners across the country over the last 5 years. The ELA Programme conducts nine month courses in basic literacy and numeracy as well as provides training in the promotion of life skills in order to improve the living conditions of learners. The second phase of ELA came to a close in December 2013 with ELA Phase 3 beginning immediately after with the target of reaching 630,000 learners in 30 provinces over the next 3 years.

The existing curriculum for Literacy and Non-formal Education in Afghanistan, titled LAND Afghan or Basic General Literacy (BGL), was designed in 2004 with the technical support of UNESCO. Years of implementation have (BGL) led to the identification of certain gaps within the current curriculum. LAND Afghan is no longer responsive to the needs and quality of literacy demanded by the people of Afghanistan.

The need for a more demand-driven and learner-centered curriculum was one of the main findings and lessons learned from the ELA 2 Programme. For this reason curriculum revision is a key activity of ELA 3 with the aim of redesigning the existing National Literacy curriculum in youth and adult basic education. In addition, ELA 3 requires the development of a parallel curriculum that integrates basic literacy with specific vocational skills embedded in the literacy, creating a Skills Based Literacy (SBL) programme.

Job Description

Under the general supervision of Director of the UNESCO Office in Afghanistan and the Chief of Education and direct supervision of the Programme Manager (Education), the incumbent will be responsible for assuring overall quality and timely delivery of the national curriculum revision, development of teaching/learning materials and learning achievement assessment instruments by coordinating technical work of national technical staff and facilitating activities

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of international technical experts with close consultation with UNESCO technical research institute (UNESCO International Lifelong-learning, orUIL), government counterparts and field operation of the ELA programme.

Main Duties and Responsibilities

- Oversee the whole process of curriculum revision, development of teaching/learning materials and learning achievement assessment instruments by coordinating technical work of national technical staff and facilitating activities of international technical experts;
- Monitor workflow of curriculum revision, development of teaching/learning materials and learning achievement assessment instruments to be in line with the Programme work plan;
- Assure, jointly with UIL, the quality of the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments to be in line with global UNESCO standard of youth and adult basic education;
- Acquire endorsement of the government counterpart on the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments by consolidating various opinions and finding middle ground;
- Maintain and improve a joint mechanism of the government counterpart and UNESCO to implement the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments;
- Assure the process of curriculum revision, development of teaching/learning materials and learning achievement assessment instruments is inclusive with literacy stake holders and build technical capacity of the government counterpart;
- Liaise with an international capacity development expert in developing training contents and rolling out trainings relevant to curriculum, teaching/learning material development and learning achievement assessment instruments;
- Assure the changes on the curriculum, teaching/learnings materials and learning achievement assessment instruments are reflected to other elements of ELA programme activities such as teacher training and M&E;
- Assist the government counterparts to inform/engage with other literacy partners to ensure informed consultative process of the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments;
- Prepare Contribute to the donor reporting for areas relevant to the curriculum, material development and learning achievement assessment instruments;
- Administer procurement and logistical arrangements relevant to the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments;
- Any other activities relevant for assuring overall quality and timely delivery of the curriculum revision, development of teaching/learning materials and learning achievement assessment instruments.

Qualifications

- Education:

Advance university degree (Masters or equivalent) in education, development studies or other relevant areas

- Years of relevant work experience

At least two to four years of relevant work experience in the field of curriculum and teaching/learning materials development, experience in youth and adult basic education and literacy is strong asset, of which preferably one year acquired at international level.

- Work experience in Afghanistan and/or (post)conflict environment will be considered as a strong asset

Competencies

- Skills/Competencies

- Primary expertise in coordination of highly technical cooperation and expertise in curriculum and teaching/learning development, teacher training and learning assessment
- Experience in team work building, results-oriented, and performance management
- Ability to develop networks and constructive partnerships beyond own team and with government counterparts
- Good computer and other IT skills
- Strong sensitivity and adaptability in post-conflict countries and diversity (cultural, gender, religion, race and nationality)
- Excellent strategic and analytical skills
- Excellent communication skills, including writing and oral expression
- Ability to interact with a wider range of high-level partners, experience working with government officials of recipient countries is strong asset
- Ability to handle tight deadlines under pressure, and challenging situations

- Language requirement

Excellent knowledge of English (spoken and written); knowledge of Pashto and/or Dari is an advantage.

- Core competencies: *Building Partnership, Teamwork, Client orientation, Communication, Creativity and Innovation, Technological Awareness, Result Based Management and Result Based Budgeting, Promoting Organizational Change and Development.*
- Managerial competencies: *UNESCO's Mission, Strategy, Leadership, Managing Performance, Empowering Others.*
- Knowledge of Dari and/or Pashtu languages will be considered as a strong asset

How to Apply

Interested candidates are asked to send below required document by **11 October, 2015** to the **contact:** e.procurement@unesco.org

1. Up-to-date UNESCO curriculum vitae (<https://en.unesco.org/careers/media/3705>)
2. CV in free format
3. Cover letter explaining qualifications for the position

For further information, please write to e.procurement@unesco.org

The successful candidate is expected to start work ASAP. Only short-listed candidates will be contacted.

Thank you for your interest in this UNESCO call.
We look forward to receiving your proposal in due time.