

Title:	Project Officer
Domain:	Education Sector
Grade:	P3
Organizational Unit:	UNESCO Institute for Lifelong Learning
Duty station:	Hamburg
Type of contract:	Project Appointment
Annual salary:	Single rate: USD 70503 Dependency rate: USD 75 529
Duration of contract :	One year with possibility of extension subject to availability of funds and satisfactory performance
Deadline (midnight, Paris time):	03 January 2016
Application to be sent to:	UNESCO Institute for Lifelong Learning (uil-apps@unesco.org)

OVERVIEW OF THE FUNCTIONS OF THE POST

UIL's Adult Learning and Education (ALE) Programme is one out of three UIL Programmes with a focus on supporting Member States in providing quality conditions for adult learners through implementation of the CONFINTEA Follow-up as stipulated by the Belém Framework for Action. UIL's annual workplan is adopted by its Governing Board in accordance with UNESCO's Programme and Budget 38 C/5. The ALE Programme contributes to UNESCO's ER 1 (National capacities strengthened to develop and implement policies and plans within a lifelong learning framework). Under the overall authority of the Director of the Institute and the direct supervision of the Programme Manager of the Adult Learning and Education (ALE) programme the incumbent will be responsible for coordinating ALE programme activities in ALE Programme Area 2) Conceptualizing, Monitoring and Documenting ALE Policy and Practice (i.e. one out of two Programme Areas).

This includes

- supporting the implementation and further development of the CONFINTEA International Conference on Adult Education agenda in line with UN Sustainable Development Goals (SDGs) and UNESCO/UIL's Gender and Africa priorities.
- planning and implementing the CONFINTEA 2016 Mid-term Review to support positioning ALE in Member States in the context of the Sustainable Development Goals (SDG) ;
- guiding dissemination and supporting implementation of the new UNESCO Recommendation on ALE (2015) in UNESCO Member States, incl. related research on the relevance of the Recommendation in specific countries in cooperation with partners; and organizing a series of advocacy events in different regions in connection with launching GRALE III (see below) to promote the Recommendation;
- assuring effective dissemination of GRALE III and implementing the related engagement strategy including a series of advocacy events in connection with the CONFINTEA Mid-term Review, its preparation and follow-up;
- planning and implementing a specific research project on ALE and health in cooperation with partners, including support to acquisition of necessary funds;
- contribute to the formulation and execution of the annual work plans as necessary and appropriate, provide appropriate reporting (including SISTER) under guidance of the Senior Programme Specialist;
- undertake further activities in the framework of the programme as requested by the Chief Programme Coordinator or the Director.

REQUIRED QUALIFICATIONS

EDUCATION

- Master or an equivalent degree in education or the social sciences that focuses on an area relevant to ALE, such as education for sustainable development, health or global citizenship education;

WORK EXPERIENCE

- at least four years' professional experience in a UIL-relevant context, preferably in an international setting beyond Europe and North America;

SKILLS/COMPETENCIES

- Experience in planning, management and implementation of an Education Project;
- Excellent communication skills both oral and writing,
- Excellent Analytical skills
- Good interpersonal skill Ability to interact with a wide range of education stakeholders and partners.
- proficient in MS Office software; web search and design skills would also be an asset; and
- Ability to work effectively in international, interdisciplinary and multilingual teams.

LANGUAGES

- fluent in English and good working knowledge of French (or commit to acquire necessary French skills);

DESIRABLE QUALIFICATIONS

EDUCATION

- a PhD or an equivalent degree in education or the social sciences that focuses on an area relevant to ALE, such as education for sustainable development, health or global citizenship education.

SKILLS/COMPETENCIES

- excellent project design and management skills;
- a track record of successful fundraising.

LANGUAGES

- a strong command of Arabic or Spanish would be 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.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV, in English to the UNESCO Institute for Lifelong Learning, Feldbrunnenstrasse 58, 20148 Hamburg, or by email uil-apps@unesco.org. Application files will have to reach UNESCO office **before 03 January 2016 midnight** (local time).

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

A written test may be used in the evaluation of short-listed candidates.

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.