

- Title:** Associate Project Officer
- Domain:** Education
- Grade:** P2
- Organizational Unit:** UNESCO Regional Office for Eastern Africa
- Duty Station:** Nairobi, Kenya
- Type of contract:** Project Appointment
- Annual salary:** Approximately US\$ 67,911 (without dependants)
Approximately US\$ 72,403 (with dependants)
- Duration of contract :** One year with possibility of extension subject to availability of funds and satisfactory performance (*six months probationary period*)
- Deadline (midnight, Nairobi time):** **December 10, 2015**
- Application to be sent to:** nairobi.recruitment@unesco.org (UNESCO CV with a cover letter)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

UNESCO is supporting Member States' efforts to improve the quality of learning and teaching. Emphasis is placed on policy and institutional support to the professional development of teachers and their training, and ensuring that the learning processes and environment are inclusive and gender responsive.

II. Duties and requirements

Under the overall authority of the Assistant Director-General for Education, and under the authority of Director of Nairobi Office and direct supervision of the Programme Specialist in ED, the incumbent will be working on two projects supporting:

- To assist in administration, management and overall coordination related to the overall monitoring of the UNESCO-China Funds-in-Trust project "*Quality Teachers for EFA: Enhancing Teacher Education for Bridging the Quality Gap in Sub-Saharan Africa*" (CFIT) and UNESCO-Korean Funds-in-Trust project (KFIT) project "*ICT Transforming Education in Africa*" in Rwanda;
- Manage both the substantive and organisational aspects of project activities to ensure timely delivery of high quality outputs;
- Ensure timely narrative and financial reporting on elements from the project and budget portfolio falling under the incumbent's responsibility, both within UNESCO and to external donors as appropriate;
- Ensure government ownership over project activities and project sustainability upon completion; Plan and conduct field missions, meetings and workshops;
- Undertake research, under appropriate supervision and in the context of programme goals, draft reports and develop policy recommendations;
- Monitoring the progress in CFIT countries, including by carrying out monitoring missions, frequent communication with NPOs in the countries;
- To ensure that the CFIT implementation in each of the country aligns with the overall framework of the CFIT project, and the mandate and functions of UNESCO;
- Assisting in finding synergy between the CFIT project and other projects in the CFIT countries, including by liaising with UNESCO staff, relevant Ministries, and local partners;
- Assisting in mobilizing extra resources through public-private partnerships for the scaling up of the CFIT project in the CFIT countries, including by partnering with the Chinese Embassies and private entities;
- Increasing the visibility of the CFIT projects at the country and regional level, including presenting the CFIT project in meetings, exhibitions, events etc. and writing of press releases;

- Assisting in the conceptualization and design of the activities programmed, as well as in the daily implementation and monthly monitoring of the activities as reflected in the project documents;
- Providing support to the smooth coordination of the project, in particular with regards to project fund management, financial reporting and liaison with the relevant HQ sections;
- Maintaining strong relationships with stakeholders, partners (telecommunication operators, network providers, phone manufacturers, etc.) and the donor;
- Assisting in the identification of local experts and relevant partner institutions;
- Reviewing baseline studies, feasibility studies, needs assessments and final reports submitted by contractors;
- Assisting in providing visibility to the projects through the organization of promotional events and production of publicity materials;
- Contribute to the development, implementation and monitoring of work plans of regular and extra-budgetary projects of all programme areas in support to the education unit of the UNESCO Regional Office for Eastern Africa and in close collaboration with national and local partners;

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master or equivalent and above) in the field of education, teacher training, education technology, or related field, relevant to the work required.

WORK EXPERIENCE

- At least 2 years of relevant work experiences in education, acquired at national and international levels.

SKILLS/COMPETENCIES

- Experience in the development, implementation, monitoring and evaluation of programmes/projects related to education, including administrative and financial matters;
- Good writing skills and ability to draft clear and concise reports;
- Good interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within and outside the Organization;
- Ability to work in a multicultural environment and team cooperation;
- Knowledge of ICT for Education and good computer skills.

LANGUAGES

- Excellent command of English. Knowledge of French is an asset.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Previous experience with UN or international organizations and understanding of the organization, including its administrative procedures and financial process;
- Previous work experience in UN or international organizations in the field of education in Africa;
- Specific professional and practical experiences in teacher training, assessment, and/or ICT for education.

SKILLS/COMPETENCIES

- Knowledge of Africa's development and educational context would be an asset;
- Drive for results, persuading and influencing, coping with pressure and setbacks.

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

Please send your application letter **before December 10, 2015 midnight (Nairobi time)**, *CV UNESCO Form to be used and please mention "Application for the position of Associate Project Officer, Education, Nairobi"*, in English to nairobi.recruitment@unesco.org, UNESCO Multi-Sectoral Regional Office for Eastern Africa, P. O. Box 30592, 00100 G.P.O, NAIROBI, KENYA.

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