

<b>Title:</b>	National Professional Officer (NPO) for Education
<b>Domain:</b>	Education
<b>Post Number:</b>	6NAED 1001RP
<b>Grade:</b>	NOC
<b>Organizational Unit:</b>	Education
<b>Primary Location:</b>	Windhoek
<b>Recruitment open to:</b>	Internal and External
<b>Type of contract:</b>	Fixed Term
<b>Annual salary:</b>	Salary scale is calculated according to the UN salary classification for NPOs
<b>Deadline:</b>	<b>16<sup>th</sup> June 2014 (COB)</b>

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Education, the direct authority of the Head of UNESCO Windhoek Office and in close consultation with the Director and the Education Programme Specialists of the Multisectoral Regional Office for Southern Africa, the incumbent will ensure the design, implementation and coordination of activities carried out under Major Programme I - Education in Namibia. He/she will be expected to coordinate a team of personnel in their respective field of education, and bring a strong background and capability in policy development and planning. He/she will also be responsible for ensuring UNESCO's contribution to the 'Delivering as One' exercise in Namibia, particularly in the field of Education.

His/her tasks will include, among others:

- Assist the Head of the Office and the Education Programme Specialists in identifying, designing and implementing activities in the field of Education in Namibia in the framework of UNESCO Major Programme I and in line with the Education Sector's global and regional strategies and priorities, thereby contributing to building the institutional capacity of national/local counterparts and partners. This includes the preparation, monitoring and evaluation of workplans, as well as the contribution to intersectoral programmes developed by the Office.
- Participate in joint programming exercises within the framework of the UN reform, such as Delivering as One, Common Country Assessments/United Nations Partnership Framework (UNPAF);
- Articulate and propose strategies for UNESCO intervention and assistance in the field of emerging and innovative educational themes, e.g. education for sustainable development (ESD), disaster risk reduction (DRR), global citizenship education; ensure gender mainstreaming in education and in intersectoral activities.
- Prepare quarterly/yearly work plans of regular budget programmes and extrabudgetary projects as per approved project documents. Oversee financial management of the Education unit related projects.
- Identify, design and implement extrabudgetary projects to reinforce the Regular Programme and ensure the related required fund-raising by mobilizing resources and partnerships.
- Remain well versed about new research and global trends in Education, and contribute to the development of pertinent strategy papers, technical notes, frameworks and documents, articles related to EFA/MDGs and educational development agendas for periods beyond 2015.

### REQUIRED QUALIFICATIONS

**Education:** Advanced university degree (or equivalent) in Education or related field

**Work Experience:**

- At least five (5) years of relevant professional experience in Education or related field, within national or international institutions. Previous experience of working within the United Nations System or in other intergovernmental organizations is considered desirable.
- Good understanding of advocacy, resources and partnership mobilization.

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply.*

*Worldwide mobility is required for staff members appointed to international posts.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

- Good practical knowledge of national education policies and strategies
- Proven sound judgment and decision-making skills

**Skills/Competencies:**

- Commitment to the Organization’s mandate, vision, strategic direction and priorities;
- Organizational skills, including in establishing plans and priorities, and in implementing them effectively, as well as in devising implementation plans;
- Proven ability to coordinate, collaborate and liaise with stakeholders and to plan, manage and monitor projects and programmes
- Ability to communicate effectively and persuasively, both orally and in writing; demonstrated critical thinking skills;
- Strong personnel leadership skills, particularly mentoring skills;
- Good inter-personal skills and ability to work in a multi-cultural team;
- Very good computer skills.

**Languages:**

Very good knowledge of and drafting skills in English.

**DESIRABLE QUALIFICATIONS**

**Education:** Academic background and/or proven experience in the field of educational planning, teacher education, curriculum development, will be an asset.

**Skills/Competencies:** Drive for results, persuading and influencing, coping with pressure and setbacks

**Languages:** Knowledge of other languages used in Namibia is considered an asset.

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salaries are calculated in US dollars. They consist of a basic salary. Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

**How to apply**

Interested candidates are requested to submit their application by **16<sup>th</sup> June 2014**.

Application should include: Motivation letter, CV and three (3) reference contacts.

Applications in **hard copy** should be sent to:

**UNESCO Office in Windhoek**  
**38-44 Stein Street, Klein Windhoek**  
**P.O. Box 24519**  
**Windhoek, Namibia**

Or **by e-mail** to Ms Laurretta Sowe, at [l.sowe@unesco.org](mailto:l.sowe@unesco.org), cc: [Windhoek@unesco.org](mailto:Windhoek@unesco.org)

Indicating the post number and post title on the envelope or the e-mail subject.

Only pre-selected candidates will be contacted. The applications of the non-selected applicants will be retained by UNESCO for reference.

**Please note:**

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 is a non- smoking organization. UNESCO does not charge a fee at any stage of the recruitment process.

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**