

Vacancy Announcement

Title: National Associate Project Coordinator ,ICT in Education

Organizational Unit: UNESCO Harare Office

Duty Station: Harare, Zimbabwe

Type of contract: Project Appointment (NOB)

Duration of the contract: 18 months (six months probationary period)

Opening date of application: 27 July , 2016

Deadline (*midnight, Harare time*): 10 August 2016

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of UNESCO Regional Office for Southern Africa and the direct supervision of the Senior Education Program Specialist, the Project Coordinator for the Korean Funds In Trust Project on ICTs in Education will assist the Regional Office for Southern Africa (ROSA) with the overall management and successful implementation of all project activities and achievement of results as envisaged. More specifically, the incumbent will:

- Coordinate all project activities (including project evaluation) in the country and in consultation with UNESCO ROSA (ED and CI);
- Maintain regular communication among the country project team members, and between country team and UNESCO;
- Implement the country-level communication strategy and ensure the appropriate visibility and support of local stakeholders;
- Organize events related to the project, specifically workshops;
- Ensure partnership building and act as ICT in education focal point in the country;
- Collect first-hand information and good practices to enable the documentation of project outputs;
- Prepare analytical reports on project performances as required; coordinate the timely preparation and submission of implementation reports; manage project budgets; draft project revisions as necessary, including adjusting budgets on the basis of change work plans;
- Monitor progress of project, ensure timely provision inputs, and identify and propose measures to overcome operational constraints and actions to expedite delivery of inputs;
- Participate in the production of technical and policy studies and provide input to various framework documents as required;
- Perform other tasks as deemed appropriate by the Director.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (at least Master or equivalent) in ICTs in Education, Instructional design, education technology management. A first-level university degree in combination with at least two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- Two to four years' experience in identifying, designing and implementing solutions for projects with technical components – including supervising, consultants and software developers; responsibility for business analysis, budgets, contracts, project management and procurement, training or teaching etc.
- Experience in supporting and coordinating project activities in international organizations and/or with other international partner organizations.
- Experience with ICT hardware, mobile phones and web-based technologies in education, particularly designing or deploying tools appropriate to low-bandwidth or sub-standard infrastructure environments.
- Experience in Open Source, mobile and emerging technology applied to education is extremely desirable.

SKILLS/COMPETENCIES

- Background combining of technical skills, strong conceptual ability to integrate the capabilities of available technology, the organizational needs and functions that technology must support.
- Proven ability to interact with high-level ministries' officials, as well as experience working directly with education institutions.
- Understand national and international development issues.
- Ability to interact with people from different disciplines, and with varying degrees of technical experience.
- Demonstrated skills in human relations and team building.
- Must have strong skills in technical project management. Good written and oral communication skills a must. Presentation skills are an advantage.
- Capacity to extract user needs and formulate them into a concrete and clear set of requirements
- Analyse requirements and coordinate the development of prototypes (understanding constraints of working with various partners, but also the strengths of representing an international organization)
- Basic understanding of set-up and administration of ICT services, networks and mobile services.

LANGUAGES

- Excellent knowledge (oral and written) in English

DESIRABLE QUALIFICATIONS

- Knowledge of UNESCO's ICT landscape.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV (CV format must be used)

<http://www.unesco.org/new/en/harare/home/>, in English making reference to post- National Associate Project Coordinator, including contact details of 3 referees:

By email: vacancies.harare@unesco.org

Or

By hand or delivery post:

UNESCO Regional office for Southern Africa
National Associate Project Coordinator
8 Kenilworth Road
Newlands, Harare

Only Zimbabwe Nationals are eligible to apply. Applications are to reach UNESCO no later than the 10 August, 2016 (**Midnight** Harare time).

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

**UNESCO IS A NON-SMOKING
ORGANIZATION
A WRITTEN TEST MAY BE USED IN THE EVALUATION OF
CANDIDATES PLEASE NOTE THAT ONLY PRE-SELECTED
CANDIDATES WILL BE CONTACTED.**