



Organisation
des Nations Unies
pour l'éducation, la science
et la culture

Bureau Régional
de Dakar

JOB ANNOUNCEMENT

Title	:	Coordination Officer
Level/Fee	:	SB5/5 level of the local UN salary scale
Organizational Unit	:	Education Section UNESCO Regional Office in Dakar
Contractual Status	:	Service Contract
Duration	:	Initial three months probationary appointment; renewal subject to satisfactory performance and availability of funds
Deadline for Applications	:	30 August 2016
Report to work	:	15 September 2016

Major Duties and Responsibilities:

The UNESCO Regional Office in Dakar represents UNESCO in seven West African countries (Burkina Faso, Cabo Verde, Guinea-Bissau, Mali, Niger, Senegal and The Gambia) in all UNESCO's fields of competence, namely: Education, Natural Sciences, Social and Human Sciences, Culture and Communication & Information). In addition, UNESCO Dakar Education Team also ensures programme coordination in sector-wide education planning, technical and vocational education and training as well as steering global coordination and partnerships on SDG4 – Education 2030 in Sub-Saharan Africa.

Under the authority of Director of the UNESCO Dakar Office and the supervision of Chief of Education Section of the Office, the contractor will advise on and contribute to the implementation of Education Section's programme activities in consultation with Education Programme Specialists in the following areas:

1. Provide advice and support in ensuring the overall synergy and coordination of Education Section's programme planning, implementation, monitoring and reporting in respect of UNESCO C/5 (regular programme and extrabudgetary projects);
2. Strengthen partnerships with UN agencies and other development partners, including in the context of the organization and facilitation of the Regional Coordination of the Education 2030 agenda in the East and Central Africa region;

3. Participate in the coordination, facilitation and organization of the research studies conducted by Education Section, especially in areas of youth's perspective on post-basic education, cultural leverages for education development and rethinking education and development in sub-Saharan Africa;
4. Support in the execution of extrabudgetary projects, especially CapED project in Niger through ensuring coherence between planning and implementation of project activities and advising the responsible Programme Specialist on adjustments and improvements;
5. Carry out other tasks and activities aiming to improve UNESCO Dakar's programme delivery upon request by Chief of Education Section.

In line with UNESCO's overall gender mainstreaming strategy, the incumbent is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

Qualifications/Requirements:

Education: Advanced university degree in economics, social science, education or a related field.

Language: Excellent written and spoken English or French, and a good knowledge of the other language

Experience: At least 10 years of professional experience in programme/project management and implementation in sub-Saharan Africa, including experience in programme coordination. Proven experience working in an international organization will be an asset.

Competencies: Keen interest in various aspects of education; proven ability to work efficiently, under pressure and in multi-cultural environment. Excellent computer skills in text processing, spreadsheet and presentation applications; as well as knowledge and skills in other software for database and analytical tools; ability to work independently on delegated tasks.

Apply To:

Interested applicants are invited to submit a cover letter (with reference: COOR/ED/BREDA) accompanied by a detailed resume; 3 references (including name, position, address and contact details that can vouch for your professionalism and competence) in English or French by hard copy or e-mail to:

Chief, Administration
UNESCO Regional Office in Dakar
Almadies, Route de la plage de Ngor
BP : 3311
Dakar, Senegal
E-mail: recruitment.breda@unesco.org

Only short-listed candidates will be contacted