

- Title:** National Senior Project Officer
- Domain:** Education
- Grade:** NOD
Only nationals of the country may apply for this post
- Organizational Unit:** UNESCO Harare Office
- Duty Station:** Harare, Zimbabwe
- Type of contract:** Project Appointment
- Duration of contract :** One Year (with possibility of extension depending on availability of funds and performance)
- Deadline (midnight, Mozambique time):** 22 January 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

Duties and requirements

Under the overall authority of the Director of UNESCO Regional Office for Southern Africa, the National Education Programme Officer – HIV and AIDS Adviser will assist the Regional Office for Southern Africa (ROSA) with the overall implementation and supervision of the HIV and AIDS programme in East and Southern Africa. More specifically, the incumbent will undertake the following tasks and responsibilities:

- Manage UNESCO's Eastern and Southern Africa HIV and health education programme, and oversee implementation of UNESCO's regional responsibilities as a UNAIDS Cosponsor, along with oversight of regional programmes and country-level projects funded through other extra budgetary sources and UNESCO regular programme budget;
- Liaise with the Section for Health and Education, located in UNESCO's Education Sector, Division of Education for Inclusion, Peace and Sustainable Development, and with UNESCO regional and field offices, and institutes, for all matters relating to implementation of UNESCO's health and education programme in the Eastern and Southern Africa region;
- Represent UNESCO in appropriate regional forums, such as UNAIDS regional support team meetings as well as participate in strategic planning for UNESCO's work to strengthen comprehensive sexuality education that includes HIV education, and to ensure that all children and young people have access to safe, inclusive, health-promoting learning environments;
- Provide regular reports to the UNESCO Global Coordinator for HIV and AIDS in HQ, assist in coordination of UNESCO's HIV and AIDS activities, with particular reference to UNESCO's Strategy on Education for Health and Well-Being;
- Work with National Programme Officers for HIV and AIDS, and HIV Focal Points, to plan, implement and report on health education programmes funded by regular programme and extra-budgetary resources, and to support country-based colleagues to prepare proposals for submission for nationally available extra budgetary funding;
- Identify opportunities for UNESCO's engagement in HIV and broader health promotion policy development, standard setting and programming, within the framework of UNESCO's Strategy on Education for Health and Well-Being, and the UNAIDS 2016-2021 Fast Track Strategy;
- Identify potential for resource mobilization for UNESCO programmes at the regional level, participating in and supporting proposal development, and develop and maintain partner relations at the regional level with regional bodies (e.g. SADC, COMESA), UNAIDS, cosponsors, bilateral agencies and civil society partners;

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master or equivalent) in a relevant field.

WORK EXPERIENCE

- At least ten years of progressively responsible relevant post-qualification experience, with at least 4 years in a developing country;
- Extensive professional knowledge and experience in HIV and particular expertise in UNESCO's key leadership areas and responsibilities within the UNAIDS Division of Labour, particularly comprehensive sexuality education;
- Familiarity with UNAIDS and inter-agency structures at country level, such as Joint UN Teams on AIDS;
- Experience and skills in programme development and management, technical support, resource mobilisation and programme monitoring.

SKILLS/COMPETENCIES

- Excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritise and deliver to deadline, as well as work under pressure: substantial track record and experience;
- Solid development understanding and subject expertise; experience of the region; Credibility – representational and partnership building skills (country: MoE and other partners, regional, international: IATT, UNAIDS, cosponsors, civil society. etc);
- Demonstrated track record of resource mobilization, knowledge and familiarity with major donors and funding mechanisms;
- Excellent communication skills (both written and oral), coordination and networking skills, and experience with management and mentoring;
- Ability to plan and manage budgets, monitor and evaluate progress against a results framework, and report on implementation;
- Excellent strategic and analytical skills;
- Very good organizational skills, tact and discretion;

LANGUAGES

- Fluency (oral and written) in English.

DESIRABLE QUALIFICATIONS

Ability to communicate in French would be asset

HOW TO APPLY

Interested candidates are requested to submit their application including: **Motivation letter, CV.** UNESCO CV (CV format must be used) <http://www.unesco.org/new/en/harare/home/>, in English making reference to post- **National Senior Project Officer** , 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 Senior Project Officer
8 Kenilworth Road
Newlands, Harare

Only Zimbabwean Nationals are eligible to apply for this position. Applications are to reach UNESCO no later than 22 January 2017 (**Midnight** Harare time).

**UNESCO IS A NON-
SMOKING ORGANIZATION**

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