

Title:	National Associate Project Coordinator
Domain:	Teachers
Grade:	NOB
Organizational Unit:	UNESCO Regional Office for Southern Africa
Duty station:	Lusaka, Zambia
Type of contract:	Project Appointment
Annual salary:	Approx. 354,748 Zambian Kwachas
Recruitment open to:	Only candidates national from Zambia may apply for this post
Duration of contract :	1 year, with possibility of extension depending on availability of funds and performance
Deadline (<i>midnight, Paris time</i>):	28 April 2017
Application to be sent to:	vacancies.harare@unesco.org CV Form to be used with a letter making reference to post PA (NOB)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The international community has set an ambitious 2030 Agenda for Sustainable Development. It calls for an integrated approach to development. Education and training are central to the achievement of the 2030 Agenda. The vision of the Incheon Declaration about Education 2030 is fully captured by Sustainable Development Goal 4 “Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all” and one of the key targets of the agenda relates to Teachers.

UNESCO's Capacity Development for Education (CapED) Programme (previously known as CapEFA) is an extra-budgetary funding mechanism and programme approach created in 2003. It is based on the understanding that education reforms, with a view to achieving internationally agreed education goals and targets, including SDG 4, will not be effective if countries lack the capacities to make them operational. With an overarching capacity development approach, the Programme seeks to improve the quality of education and increase learning opportunities, especially for girls and women and disadvantaged population groups.

Within the framework of the Funds-in-Trust Agreement between UNESCO and the Government of the PRC, UNESCO's Enhancing Teacher Education for Bridging the Education Quality Gap in Africa programme is an extra-budgetary funding mechanism and programme approach with the objective of the capacity development needs of selected countries in Sub-Saharan Africa (SSA) in relation to teacher education and professional development. This project is a Phase II of the same project carried out from 2012 to 2016 (Phase I), within the same framework, in eight African countries (Côte d'Ivoire, Congo, DR Congo, Ethiopia, Liberia, Namibia, Tanzania, and Uganda). Phase II of the project aims to enhance the capacity of the target teacher training institutions in selected African countries to provide quality teacher education and training, in order to contribute to Sustainable Development Goals (SDG), particularly Goal 4 on inclusive and equitable quality education (Target 4c on increasing the supply of qualified teachers through international cooperation for teacher training in developing countries), and Goal 9 on innovation.

As one of the priority countries of UNESCO's Education Sector, Zambia is currently benefiting from the CapED Programme and the CFIT Programme with a focus on Teachers and ICTs in Education.

II. Duties and requirements

Under the overall authority of the Assistant Director-General for Education, the authority of the Director of the UNESCO Regional Office for Southern Africa in Harare, the immediate supervision of the Senior Education Programme Specialist and in close collaboration with the Programming, Monitoring and Coordination Unit of the Executive Office of the Education Sector and the section of Teacher Development, the incumbent will act as the Coordinator for programme activities related to the objectives of the CapED programme and the CFIT Project in Zambia. S/He shall lead the overall planning, implementation, monitoring, reporting, evaluation and documentation of the projects. Specifically, the incumbent will undertake the following tasks and responsibilities:

1. Coordinate the implementation of the projects in compliance with the project specific objectives, activities and expected outputs by:
 - Ensuring a quality achievement of the programme outputs in line with UNESCO qualitative standards and CapED/CFIT results matrices;
 - Designing a detailed work plan and regularly monitoring its implementation;
 - Identifying project implementation partners and providers of goods and services;
 - Drafting terms of reference of contracts;
 - Following-up on the implementation of the contracts, assessing the quality of services provided and requesting disbursement of funds.
2. Ensure the monitoring and evaluation of project implementation and the reporting on project activities by:
 - Contributing to monitoring and evaluating project activities, reporting on progress and suggesting updates of the project log frame;
 - Presenting aggregate strategic analysis on project performance based on commitment of indicators and implementation of activities as well as output delivery;
 - Regularly monitoring the financial status of the project and promptly developing budget revision if needed;
 - Regularly conducting meetings of the project steering committees, preparing minutes of meetings and action plans with clear responsibility and timeframe;
 - Conducting periodic project reviews with government counterparts and other partners recording the results of the review meetings in minutes and action plans;
 - Preparing reports on project activities for UNESCO, the donors and partners;
 - Providing content on major project's achievements and steps in project implementation for UNESCO's public information services to increase the visibility of UNESCO;
 - Fostering exchanges of information, experience, identifying new strategies of action to improve delivery of services and to achieve the project requirements and objectives;
3. Liaise with government, national stakeholders and international stakeholders by:
 - Ensuring project alignment with Government reforms in Teachers and its sectoral priorities;
 - Identifying relevant institutions and ensuring their engagement in projects' activities;
 - Ensuring capacity development of national stakeholders in all activities at individual, organizational and system levels;
 - Mobilizing UNESCO's entities in support of the Government reforms including UNESCO-HQ, UNESCO Institutes (IICBA);
 - Sharing international experiences and facilitating access to information, knowledge and good practices;
 - Setting-up mechanisms and actions to ensure sustainability of projects' outputs;
 - Maintaining regular relations with national counterparts and key stakeholders (Ministries, regional and local authorities, etc.).
4. Ensure communication and visibility by:
 - Preparing the project visibility plans and ensuring their implementation;
 - Preparing technical briefs/status updates on the projects for wider dissemination;
 - Organizing communication events (seminars and workshops) and liaising with local and international media.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in Education, Social Sciences, Rural Development or related areas. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least 2 years of relevant work experience in teachers' issues and/or the promotion of ICTs in Education.

SKILLS/COMPETENCIES

- Experience in team building and management of education programmes;
- Experience in project management;
- Experience in working with Government partners;
- Good computer and other IT skills. Excellent skills in MS Office;
- Strong strategic and analytical skills;
- Excellent communication skills in English;
- Ability to interact with a wide range of high-level partners;
- Ability to work in result oriented teams.

LANGUAGES

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply

- Excellent knowledge of English (reading, writing, oral expression, and understanding).

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- University degree in Education is an advantage.
- Strong knowledge of the Zambian context.
- Previous experience with UN agencies and understanding of the UN system, including its administrative procedures and DAO process.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in Zambian Kwachas and exempt from income tax.

Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance.

HOW TO APPLY

To apply, please send your application letter, UNESCO CV standard form, to be found in:

<http://fr.unesco.org/careers/media/3705> by email to vacancies.harare@unesco.org.

Application files will have to reach UNESCO Harare Office **before 28 April 2017 midnight** (Harare time).

Please clearly indicate in the subject of your application message the post title.

Application with no such indication in the subject line or CV not provided in the UNESCO CV standard form (attached) will be not be considered.

Please note that only short-listed candidates will be contacted.

A written test may be used in the evaluation of short-listed candidates.

Please note that UNESCO is a non-smoking Organization.