

# Job Announcement No. 10-17

*(Position located in Yangon, Myanmar)*

**Date Issued:** 8 June 2017

## Terms of Reference

- Position Title:** Assistant Programme Officer – ICT Curriculum and Training
- Organizational Unit:** UNESCO Project Office in Yangon, Myanmar
- Grade:** NOA/1
- Contract Type:** Service Contract
- Duty Station:** Yangon, Myanmar
- Duration of the Contract:** 3 months probationary period with further extension based on satisfactory performance and availability of funds
- Deadline for Application:** 22 June 2017
- Expected Start Date:** As soon as possible

**Only candidates who hold Myanmar citizenship can apply.**

## **Background**

Recognizing that teachers are one of the most important school-level factors in ensuring quality student learning outcomes, the Government of Myanmar has prioritized teacher education in its broader education reform efforts.

Through the “Strengthening Pre-service Teacher Education in Myanmar” (STEM) project, UNESCO is working closely with the Myanmar Ministry of Education (MoE) to provide policy and institutional capacity development – at central-level within the Department of Higher Education (DHE) and at institutional-level within Myanmar’s 25 Education Colleges (ECs) – for the reform of the pre-service teacher education system.

The STEM project is focused on providing technical and capacity building assistance around three key aspects of pre-service teacher education:

- a. the formulation of policy frameworks for pre-service teacher education and the identification of standards for quality assurance;
- b. the restructure and redesign of courses of pre-service teacher education and creation of networks to accumulate and share knowledge between ECs nation-wide; and

- c. the development of institutional management and human resource capacities within ECs.

An Assistant Programme Officer is sought to provide support for overseeing the programme management and coordination of the STEM project, particularly on its ICT in teacher education component with focus on ICT curriculum and training. The Assistant Programme Officer may also be called upon to provide support for coordinating with the MoE for the implementation of other UNESCO education projects, as needed.

### **Major duties and responsibilities**

Under the overall authority of the Director of the UNESCO Asia-Pacific Regional Bureau for Education and the direct supervision of the Head of the UNESCO Project Office in Yangon, Myanmar, and working in close collaboration with Programme Specialists, Programme Officers and experts in the UNESCO STEM project team, the Assistant Programme Officer will provide programme management and coordination for ICT curriculum and training of the STEM project.

In particular, the Assistant Programme Officer shall undertake the following tasks:

- a. Provide support for coordinating the work of UNESCO education staff and experts on ICT in teacher education and facilitating communication with the MoE and EC staff on the project activities relating to ICT in teacher education;
- b. Contribute to the design, development and review of the new ICT syllabi, textbooks and teacher guides for the new four-year degree in ECs, in close collaboration with the MoE, EC staff, including the curriculum core team, and UNESCO education staff and experts;
- c. Provide support for building capacity of EC staff, including ICT tutors, teacher educators and administrative staff, on the use of ICT in education in terms of needs identification, provision of context-specific advice on the design and development of ICT training modules and technical expertise on basic ICT skills and ICT-pedagogy integration;
- d. Support the team in providing coordination and logistical arrangements for workshops, training sessions, missions of staff and experts of the concerned project with the administrative staff;
- e. Provide technical coordination in designing an online learning portal including its learning content management system and a digital library, which allow sharing of training materials, teaching and learning resources and curriculum modules among ECs;
- f. Provide informal translation of key project documents, presentations, reports and policy briefs related to ICT in education and informal interpretation during workshops and training sessions; and
- g. Contribute to programme management and monitoring support, including ICT in education activity planning and reporting, to ensure successful delivery of results.

*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:** Minimum university degree or an equivalent professional experience in ICT, education or a related field.

**WORK EXPERIENCE:** At least 2 years of work experience in education, ICT in education or a related field. Experience in providing ICT training or working with teachers on ICT is an asset.

### **SKILLS AND COMPETENCIES:**

- Proven research skills;
- Technically sound in ICT in education;
- Excellent computer skills in all aspects of Microsoft Office productivity tools and web content management;
- Innovative, flexible and results-oriented;
- Ability to work independently and efficiently on delegated tasks, under pressure and in a multi-cultural environment; and
- Excellent organizational, interpersonal and communication skills.

**LANGUAGES:** Excellent written and oral communication skills in English and Myanmar.

### **Apply To:**

Interested applicants, who hold Myanmar citizenship, are invited to submit in English (in hard-copy or email referencing the Job Announcement Number JA 10-17 in the email subject line):

- a. a cover letter;
- b. an up-to-date curriculum vitae, with details of educational qualifications, work experience, present income, email address, telephone numbers;
- c. Names and contact information of 3 referees; and
- d. a writing sample in English.

To :

**UNESCO Project Office in Yangon, Myanmar**

**Attn: Head of Project Office**

**Address: UN Building, No.6 Natmauk Road, Tamwe Township Yangon, Myanmar**

**Fax: +95 1 544531**

**E-mail: yangon@unesco.org**

***Only short-listed candidates will be contacted.***