

Job Announcement No. 11-17

(Position located in Yangon, Myanmar)

Date Issued: 8 June 2017

Terms of Reference

- Position Title:** Assistant Programme Officer – ICT Management and Technical Support
- 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 management and technical support. 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 under 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 management and support of the STEM project.

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

- a. Provide support for coordinating and monitoring the progress of installation of broadband Internet connectivity at ECs in close communication with the MoE, ECs and the network service provider;
- b. Review IT network architecture at ECs and propose improvements when necessary;
- c. Provide support for coordinating and monitoring the progress of procurement, delivery, installation and configuration of ICT equipment (such as laptops, tablets, local servers and other peripherals) and software (such as productivity tools and anti-virus and anti-malware programmes) to ECs in close communication with the MoE, ECs and the vendors;
- d. Document technical issues reported and provide remote and on-site technical guidance and troubleshooting support to ECs, particularly with ICT tutors, in the effective use of ICT;
- e. Establish technical guidelines in the efficient and proper management of ICT infrastructure (including broadband Internet connectivity) and equipment at ECs;
- f. In collaboration with UNESCO education staff, experts and contractors, provide technical guidance in the concept design and prototype design of 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; and
- g. Monitor the usage of ICT in education at ECs by compiling available data from ECs and the network service provider as appropriate.

Qualifications/requirements

EDUCATION: Minimum university degree or an equivalent professional experience in computer science, IT management, software engineering or a related field.

WORK EXPERIENCE: At least 2 years of work experience in IT infrastructure, network management, development of IT solutions, provision of technical assistance to users on ICT products and services or a related field. Experience in working on ICT in education and training is an asset.

SKILLS AND COMPETENCIES:

- Knowledge with network design (such as routing/switching, TCP/IP, LAN, WIFI), web protocols and standards and software development best practices (such as version and release management and integration);
- Understanding of data privacy and web security;
- Excellent computer skills in Windows operating system and all aspects of Microsoft Office productivity tools;
- Experience in web content management and database management;
- Demonstrable technical proficiency in relation to emerging Internet trends, technology and tools suitable for education purposes;
- Creative web, mobile application and graphic design knowledge and proficiency in image and video editing software is an asset;
- 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.

TRAVEL: The position is located in Yangon, Myanmar. Frequent travel to ECs across Myanmar may be needed.

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 11-17 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; and
- c. Names and contact information of 3 referees.

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.