

Job Announcement No. 12-17
(Position located in Yangon, Myanmar)

Date Issued: 7 June 2017

Terms of Reference

Position title: Project Assistant – STEM

Organizational unit: UNESCO Yangon Project Office

Grade: L-5

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: 21 June 2017

Report to work: As soon as possible

Only candidates who hold Myanmar citizenship may apply to this position.
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Background:

The government of Myanmar has prioritized teacher education in its education reform efforts, recognizing that improvement in quality of teachers is essential to quality education and positive student learning outcomes. Through the “Strengthening of Pre-service Teacher Education in Myanmar” (STEM) project, UNESCO, in close partnership with the Ministry of Education (MoE) in Myanmar, is supporting reforms in the pre-service teacher education system in Myanmar through policy and institutional capacity development in Myanmar’s Education Colleges.

A Project Assistant is sought to assist in programmatic and administrative support of the STEM project, in particular providing assistance to UNESCO staff and consultants in Project implementation.

The Project Assistant may also be called upon to assist with coordination and implementation of other UNESCO education projects, as needed.

Major Duties and Responsibilities:

Under the overall authority of the Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Asia and Pacific Regional Bureau for Education and the direct supervision of Head of Yangon Project Office, and working in close collaboration with the Project Specialists and education units in UNESCO Yangon Project Office, the Project Assistant will provide programmatic and administrative support for the STEM project:

- Provide administrative assistance to support the coordination and organization of logistics of STEM project activities, including obtaining quotations, visiting venues, printing,

correspondence, collection of cheques, bank and exchange visits, and management of payment of allowances to workshop participants;

- Prepare supporting documentation for UNESCO staff and consultants' travel, including quotations, communication with travel agent, and booking of hotels and transport;
- Support requests for visa for staff and consultants, including preparation of letters, sending of correspondence, and following up with relevant Government officials;
- Prepare supporting documentation for project contracts, obligations, travel and payment claims for submission to the Administrative and Finance Unit of UNESCO Bangkok;
- Monitor the status of project contracts, obligations, travel and payment claims from creation until completion of process;
- Provide informal interpretation support to UNESCO international staff during workshops and meetings;
- Assist with informal translation of curriculum documents from Myanmar to English during the development of the EC 4-year degree curriculum, and undertake related missions as necessary;
- Support the informal translation of key project documents, reports and policy briefs related to education project activities;
- Manage the bookings for the use of the project car and log sheet maintenance with monthly processing of payments;
- Manage files of STEM project records, inventory lists, and office supplies for the project team.

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 Bachelor's degree in business administration, strategic management, finance, English language or a related field.

Language: Excellent written and spoken English and Myanmar.

Experience: At least 5 years of working experience related to office administration, finance or management with a keen interest in various aspects of educational development.

Competencies: Proven excellent computer skills in all aspects of MS Office (word, excel); ability to work independently on delegated tasks; excellent organizational, interpersonal, and communication skills, ability to work efficiently, under pressure, and in a multi-cultural environment.

Apply To: Interested applicants, who hold Myanmar citizenship, are invited to submit a cover letter (Referencing the Job Announcement No. **JA 12-17**) accompanied by a full resume stating details of educational qualifications and working experience, present income, telephone numbers, names and contact details of 3 referees, and a writing sample in English (hard copy or e-mail) to:

UNESCO Yangon Project Office

Att: Head of Project Office

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.