

JOB ANNOUNCEMENT NO. JA 13-17

Date issued: 6 June 2017

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| Title | : | Programme Assistant - ICT in Education |
| Level/Fee | : | L4 equivalent of the local UN salary scale |
| Organizational unit | : | ICT in Education, Section for Educational Innovation and Skills Development (EISD), UNESCO Bangkok |
| Contractual status | : | Service Contract |
| Duration | : | Initial 3-month probationary contract; renewable subject to satisfactory performance and availability of funds |
| Deadline for Application | : | 26 June 2017 |
| Report to work | : | As soon as possible |

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| Only candidates resident in Thailand may apply to this position. |
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Background:

The Asia Pacific Programme of Educational Innovation for Development (APEID) was restructured in January 2016 and renamed as the Section for Educational Innovation and Skills Development (EISD). The EISD section aims to promote innovation in education and contribute to the capacity development of education systems in order to provide equitable, quality, relevant and technology-enabled lifelong learning and skills development opportunities for all towards sustainable development and peace in Asia and the Pacific. EISD's programme areas have been expanded to include the following: (i) Research and Foresight, (ii) Higher Education, (iii) Teachers, (iv) Education for Sustainable Development and Global Citizenship Education, (v) Technical and Vocational Education and Training, (vi) ICT in Education and (vii) Non-formal Education and Literacy.

Established in 2002, the ICT in Education Programme at UNESCO Bangkok assists 46 Member States across the region to harness the potential of ICT to contribute to the achievement of quality and inclusive lifelong learning opportunities for all. It envisions to cultivate a new culture of learning through mainstreaming ICT-enabled innovation. It focuses on the following four areas for 2017-2018: 1) policy advice for the Member States to facilitate the integration of ICT in their education system; 2) supporting teacher development for the pedagogical use of ICT; 3) promoting safe and responsible use of ICT; 4) research and development on the current issues in ICT in education to better inform educational policy development.

Major Duties and Responsibilities:

Under the overall authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education, the direct supervision of the Section Chief of EISD and the Programme Specialist - ICT in Education, the Programme Assistant shall be responsible for the following functions:

1. Assist in collecting and reviewing relevant data on ICT in education policy at the national and regional level, in line with the newly published Asia-Pacific Regional Strategy for Using ICT to Facilitate the Achievement of Education 2030;

2. Support the overall activities of the “Digital Kids Asia Pacific” project to promote safe, effective and responsible use of ICT (SERU-ICT), including:
 - i. Assist in the administrative and programme-related duties at meetings, workshops and forums.
 - ii. Assist with the organization and coordination of meetings, workshops and forums.
 - iii. Support the collection and review of relevant research.
3. With the Section’s Technical Assistant, maintain and ensure the accuracy, quality and timeliness of official online content and social media relating to policy advice and SERU-ICT;
4. Assist the Programme Specialist in various policy research projects, including reviewing current literature, identifying focal points of target countries, and drafting reports;
5. Undertake necessary missions to countries to follow up and monitor the implementation of project activities;

Qualifications/Requirements:

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| Education | <ul style="list-style-type: none"> • Minimum university degree in Education, Educational Technology, International Development, Education Policy, Information and Communication Technology or other relevant fields. Specialization in education policy research and technology use in education in developing countries would be an asset. |
| Language | <ul style="list-style-type: none"> • Excellent English language proficiency (comprehension, speaking, reading and writing). Working knowledge of Thai language would be an asset. |
| Skills and competencies | <ul style="list-style-type: none"> • Proficient in the use of various office productivity software. • Proficient in the use of MS Excel for basic data entry and analysis. • Effective planning and organization ability. • Excellent communication, drafting and writing skills in English. • Capacity to follow up on issues independently with minimal supervision. • Proven ability to work efficiently in a dynamic and multicultural team environment. |
| Experience | <ul style="list-style-type: none"> • Minimum 3 years of relevant work experience in education, or development field in a similar function. Experience in a UN organization or other international organizations would be an asset. • Good knowledge of education issues and needs in Asia-Pacific countries. |

Apply to:

Interested applicants are invited to submit an application letter in English (referencing the Job Announcement No. **JA 13-17**) together with a detailed resume including current salary (UNESCO

CV/Application Form which can be found at: <http://en.unesco.org/careers/media/3705> or <http://www.unescobkk.org/job/opportunities/employment/>) and a list of three references (including name, position, address and contact details) by hard copy or e-mail before 26 June 2017 midnight (Bangkok time) to:

Chief, Administration and Finance Unit
UNESCO Bangkok Office
Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road, Klongtoey
Prakanong, Bangkok 10110 Thailand
Fax no: +(662) 391-0866
E-mail: hr.bgk@unesco.org

Only short-listed candidates will be contacted